

SAP Training

BEACON  
North Carolina  
Office of the State Controller

# PY300 Payroll for Agencies



Slide 1

Welcome to the *Payroll for Agencies* course. This course is intended to provide State of NC agencies with the ability to display pertinent information regarding employee payroll. This information includes: payroll results, calendars, and miscellaneous reports.

**Notes:**

**Prerequisites**

- BEACON Overview BC100
- SAP Basic Navigation BC110
- Payroll Overview PY200
- Process & Policy Changes PY210

Slide 2

For maximum understanding of this course, please ensure that you have completed the above prerequisites.

**Notes:**

## SAP Training — Welcome

Welcome to the Payroll for Agencies course.

- Introductions
- Sign the Training Attendance Sheet
- Classroom Etiquette
- Cell phones off
- No side conversations



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### Notes:

Please make sure you receive the credit you deserve for attending class by signing the attendance sheet.

Also ensure that others have a quality training experience. Please turn your cell phones off during class so others are not disturbed.

## Welcome: Strategy for Training



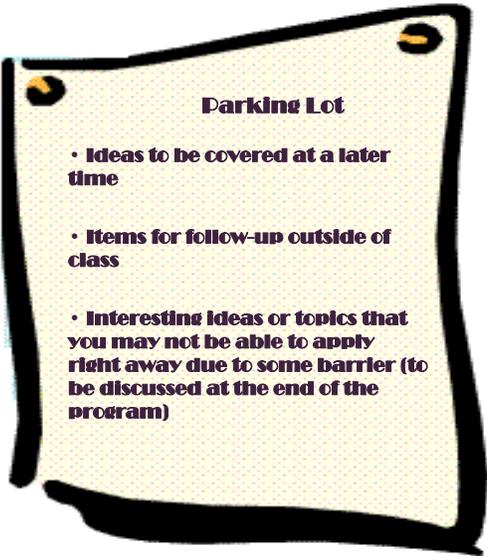
- **Tell me**      **Concepts**  
Instructor will discuss the process, responsibilities, and describe the transactions – LISTEN
- **Show me**      **Demonstrations**  
Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- **Let me**      **Exercises**  
Student will complete the exercises which allows for hands-on practice in class – HANDS ON
- **Support me**      **Availability**  
Instructor will be available to answer questions while the students complete the exercises

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The Strategy for Training is a proven method of learning the most from this course. Please give your instructor your undivided attention when a demonstration is in progress. Be assured that ample consideration has been given for time to complete the hands on exercises.

**Notes:**

**The Parking Lot**



**Parking Lot**

- **Ideas to be covered at a later time**
- **Items for follow-up outside of class**
- **Interesting Ideas or topics that you may not be able to apply right away due to some barrier (to be discussed at the end of the program)**

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The Parking Lot poster will be used to record any concerns, expectations, and questions that cannot be answered during the class. If needed, your Instructors will follow up with answers to questions that could not be answered in class.

When you think of a concern, ask the instructor. If the instructor /navigator cannot answer the question, it will be forwarded to the BEACON office. The Training Solutions Center will contact the subject matter experts to determine an answer and will notify the instructor of the answer.

The instructor will share the answer if it is received before the end of class. If an expectation or concern cannot be addressed in class, the instructor will place it on a parking lot, research it, and provide the class with a response at a later date.

## Notes:

## Course Objectives



Upon completion of this course, you should be able to:

- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.

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**Notes:**

**Course Map**

**Lesson 1: Payroll Processing**

**Lesson 2: SAP Payroll Basics**

**Lesson 3: Agency Payroll Display**

**Lesson 4: Payroll Reports**

**Lesson 5: Payroll for Agencies Review**

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This course includes five lesson modules.

**Notes:**

**Course Map**

**Lesson 1: Payroll Processing**

**Lesson 2: SAP Payroll Basics**

**Lesson 3: Agency Payroll Display**

**Lesson 4: Payroll Reports**

**Lesson 5: Payroll for Agencies Review**

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The first lesson of the course will be a detailed view of payroll processing for the State of NC. This lesson will include some of the basics learned in the Payroll Overview course.

**Notes:**

## Lesson Objectives

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Upon completion of this lesson, you should be able to:

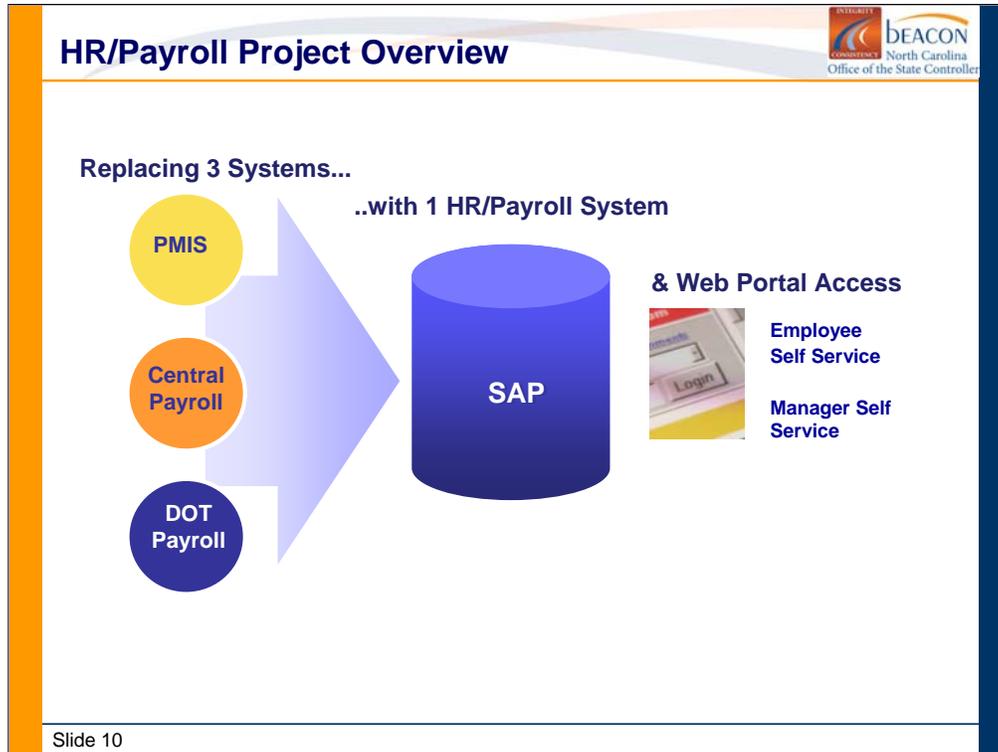
- Explain the details of payroll processing to include the calculation of gross & net pay, statutory, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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The objectives of the lesson are to further explore payroll processing as it applies to the State of NC as well as what is a HR employee master data and how it applies to payroll.

Statutory and voluntary deductions will be explained further into the course.

### Notes:



## Notes:

In PY200 Payroll Overview, we learned that the BEACON project is a statewide collaboration to standardize the business processes in human resources, payroll, budget management, taxation, data storage, and accounting.

The Implementation of SAP will replace the following three systems:

- PMIS
- Central Payroll
- DOT Payroll

The SAP payroll module integrates with and accepts data from other modules such as Personnel Administration, Employee Self-Service, Benefits, and Time Management to accurately calculate payments to State employees and contractors.

### Payroll Processing



- Operations of payroll processing will be supported by the BEST Shared Services located within the Office of the State Controller.
- Individual payroll offices at participating agencies will be responsible for entering agency specific payroll deductions and supplements.

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The BEST Shared Services will perform all gross-to-net calculations, including computation of tax withholdings, and any employer matching and contributory costs. The SAP system will also maintain employee master data that will contain certain year-to-date data on each state employee.

The State of NC will be using the SAP Human Resource module as their system of record for all state employees and the SAP Payroll module for paying state employees.

### Notes:

**Remuneration Statement**

Pay Period: 05/01/2007 through 05/31/2007  
 Check Date: 05/31/2007  
 Check #: 00000000000001  
 EE Group: A-SPA Employees  
 EE Subgroup: 01-FI S-FLS&OT Para  
 Position: 29900253-JJ COUNSELOR

Name: Kathy Hardick  
 Organization: 1001-Juvenile Justice Delinquency  
 Personnel Subarea: NCJ17-5ay Nora  
 Personnel No: 93000512

Earnings	Deductions	Taxes	Net
Current: 3,514.01	- 1,331.84	- 847.79	= 1,334.38
YTD: 13,794.02	- 5,290.54	- 2,520.35	= 5,983.13

Employee Self Service (ESS)

- The terms "pay statement" also mean "remuneration statement".

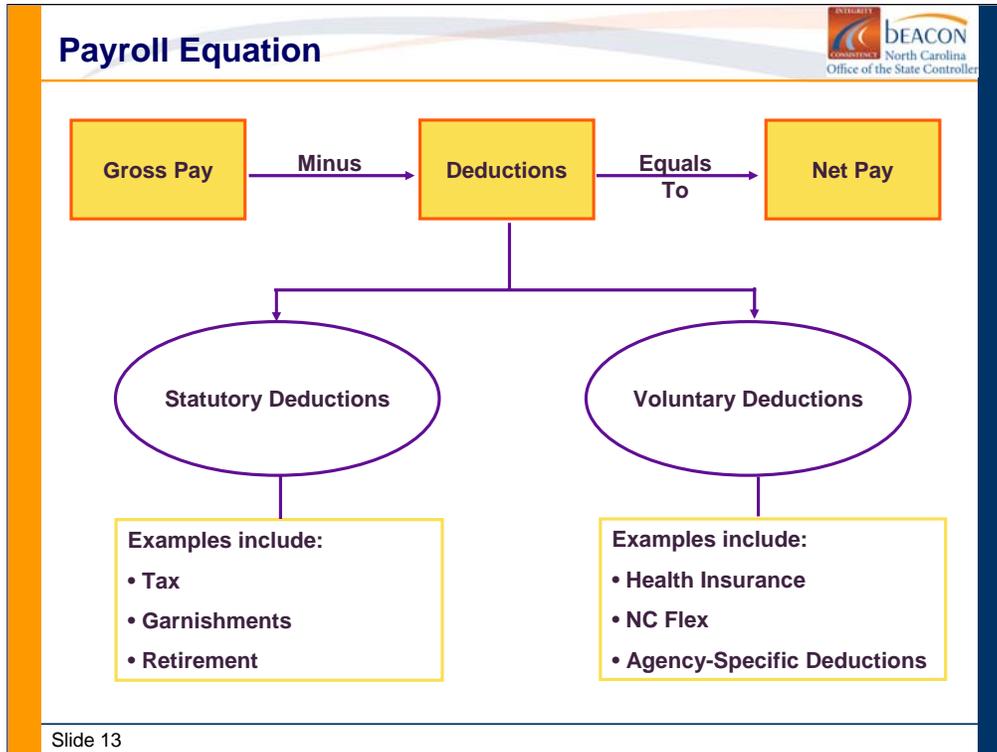
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**Notes:**

Remuneration statements are detailed list of amounts and information for employees per payroll period. This usually includes:

- Gross amount (for example, payments)
- Net amount (gross pay minus taxes minus deductions)
- Deductions (for example, combined campaign)
- Additional information (for example, organizational assignment, leave, notes to the employee)

OSC will no longer print and distribute pay statements to State employees. For employees using ESS, using the My Pay tab will give the ability to view and print an employee pay statement. Printing will be at the discretion of each agency.



**Notes:**

We learned in PY200 that the process of payroll is to calculate pay for work performed by individual employees. To understand how pay is calculated we need to explore the payroll equation.

When payroll is processed **gross pay** is calculated for each employee. Gross pay is the calculation of employee earnings. Examples of gross pay include; regular pay, shift pay, premium pay, and overtime pay.

**Deductions** actually exist in two separate categories: Statutory, and Voluntary. *Statutory deductions* are required by law. Examples include: Tax, Garnishments, and Retirement. *Voluntary deductions* are always requested or authorized by the employee. Voluntary deductions include: Health Insurance, NC Flex, and Agency-Specific Deductions.

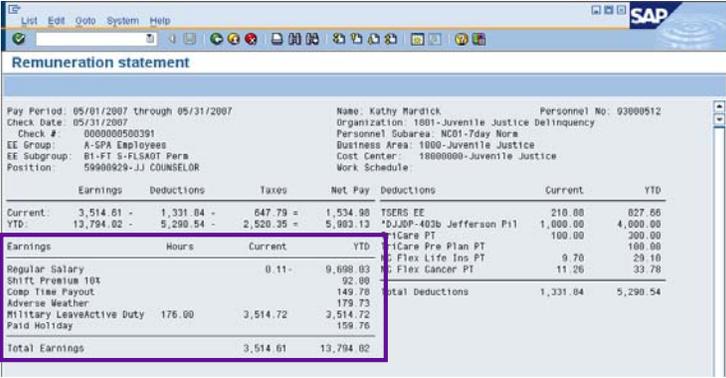
**Net Pay** is gross pay minus all deductions. Net pay represents the employee's pay, and the amount deposited in their respective checking and/or savings accounts.

Let's take a detailed look at each part of this equation!

## Gross Pay



- Employees gross pay is calculated using several factors
  - Time worked
  - Overtime
  - Shift work
  - Absences



The screenshot shows a SAP Remuneration statement for employee Kathy Mardick for the period 05/01/2007 through 05/31/2007. The statement includes a table with columns for Earnings, Deductions, Taxes, Net Pay, and Deductions, split into Current and YTD values. A purple box highlights the 'Earnings' and 'Hours' columns.

Earnings		Deductions		Taxes		Net Pay		Deductions	
Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
3,514.61	13,794.02	1,331.84	5,290.54	647.79	2,520.35	1,534.98	5,983.13	210.88	1,000.00
<b>Total Earnings</b>									

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**Notes:**

In PY200 Payroll Overview, the discussion on integration of SAP modules presented the concept of the Time Management module. Employee work hours are recorded in the employee's time records in the SAP HR/Payroll system. This is completed with transactions of the Time Management and/or ESS modules.

The Time Management module updates the employee's time record in the SAP HR/Payroll system on a regular basis with information regarding:

- Working hours (time and attendance)
- Absences (vacation, sick leave, FMLA)
- Shift work
- Overtime
- Longevity

The above information is maintained via infotypes that become wage types used during the processing of payroll.

When calculating gross pay for employees, several factors are taken into consideration. Each employee is assigned a basic pay amount to correspond with their working time. This pay amount can be based on their pay frequency (i.e. monthly, or biweekly). In addition to the basic pay, some employees are subject to work overtime. The SAP system will calculate overtime pay for these employees based on time and payroll rules. If the working time for an employee occurs during the night, during the weekend, or on a public holiday, the SAP system will calculate the appropriate pay per employee.

## Deductions



- Examples of Voluntary Deductions include:
  - Voluntary Supplemental Retirement Plans (ie, 401-K)
  - United States Savings Bonds
  - Medical Insurance
  - NC Flex Plans
  - Supplemental Insurance
- Examples of Statutory deductions include:
  - Retirement Contributions
  - Social Security (FICA) withholdings
  - Federal Income Tax withholdings
  - State Income Tax Withholdings
  - Garnishments

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### **Voluntary Deductions**

Employee enrollment will be facilitated through the Benefits module of SAP or infotype 14, recurring deductions. Payroll will retrieve the monthly costs of the plans from Benefits. Deductions and deduction frequencies are attached to the plans in payroll. Payroll can deduct according to employee's pay frequency.

Deductions can be prepaid prior to an employee going on leave so they still process while the employee is not receiving any pay.

### **Statutory Deductions**

All State of NC employees must complete a W-4 Employee's Withholding Allowance Certificate form and the appropriate state withholding form. Form W-4 is used to claim withholding for federal income tax, and the appropriate state with form is used to claim withholding for state income tax. Withholding allowances determine how much income tax is withheld an employee's earnings.

Garnishments are considered a statutory deduction that deserves a more detailed discussion.

### **Notes:**

### Garnishments



- All appropriate garnishment rules (non-exempt amounts and disposable net) will be built in SAP.
- All garnishment orders will be forwarded to the BEST Shared Services for processing.
- The order will be keyed into SAP and generate a notification letter to the employee when requested.
- A letter will be sent to the originator of the garnishment when the employee separates.
- A responding letter will be sent to the court or organization issuing the garnishment order.
- When payroll executes on the next normal cycle or in an off-cycle process, the appropriate deductions will be taken from the employee's pay.

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All appropriate garnishment rules will be built in SAP.

Setting up of new garnishment orders will involve forwarding all original document to BEST Shared Services. BEST Shared Services will not accept copy or fax garnishment orders. Priority of multiple garnishments is handled in configuration and setup of garnishments.

All active garnishments are owned by BEST Shared Services. Inactive employees will be the responsibility of the agency.

### Notes:

## Net Pay

- Net pay is the amount an employee can take home after all deductions and taxes are taken out of the gross pay.
- Net pay is paid by direct deposit.

Remuneration statement

Pay Period: 05/01/2007 through 05/31/2007  
 Check Date: 05/31/2007  
 Check #: 000000500391  
 EE Group: A-SPA Employees  
 EE Subgroup: B1-F1 S-FLSA01 Para  
 Position: 5990029-JJ COUNSELOR

Name: Kathy Hardick  
 Organization: 1001-Juvenile Justice Delinquency  
 Personnel Subarea: NC01-7day Norm  
 Business Area: 1000-Juvenile Justice  
 Cost Center: 10000000-Juvenile Justice  
 Work Schedule:

Earnings	Deductions	Taxes	Net Pay	Deductions	Current	YTD
Current: 3,514.01 -	1,331.84 -	047.79 =	1,534.98	PERS EE	210.88	827.66
YTD: 13,794.02 -	5,290.54 -	2,520.35 =	5,983.13	TRICARE-402B Jefferson P11	1,000.00	4,000.00
				Tricare PT	100.00	300.00
				Tricare Pre Plan PT		100.00
				NC Flex Life Ins PT	9.70	29.10
				NC Flex Cancer PT	11.26	33.78
Regular Salary		0 11-	0,808.03	Total Deductions	1,331.84	5,290.54
Shift Premium 10x			02.00			
Comp Time Payout			149.78			
Adverse Weather			179.73			
Military Leave/Active Duty	178.00	3,514.72	3,514.72			
Paid Holiday			159.76			
Total Earnings		3,514.61	13,794.02			

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### Notes:

The Net Payroll component of SAP processes garnishments, deductions, taxes, and benefits for employees during a payroll run. Net payroll processing is based on wage types entered in SAP employee master data as well wage types that are calculated in the Gross Payroll component. Net payroll generates a results table containing wage types and amounts for all employees in a payroll run. This table serves as the basis for all output from the SAP Payroll system, such as third-party remittances and statutory deduction reporting.

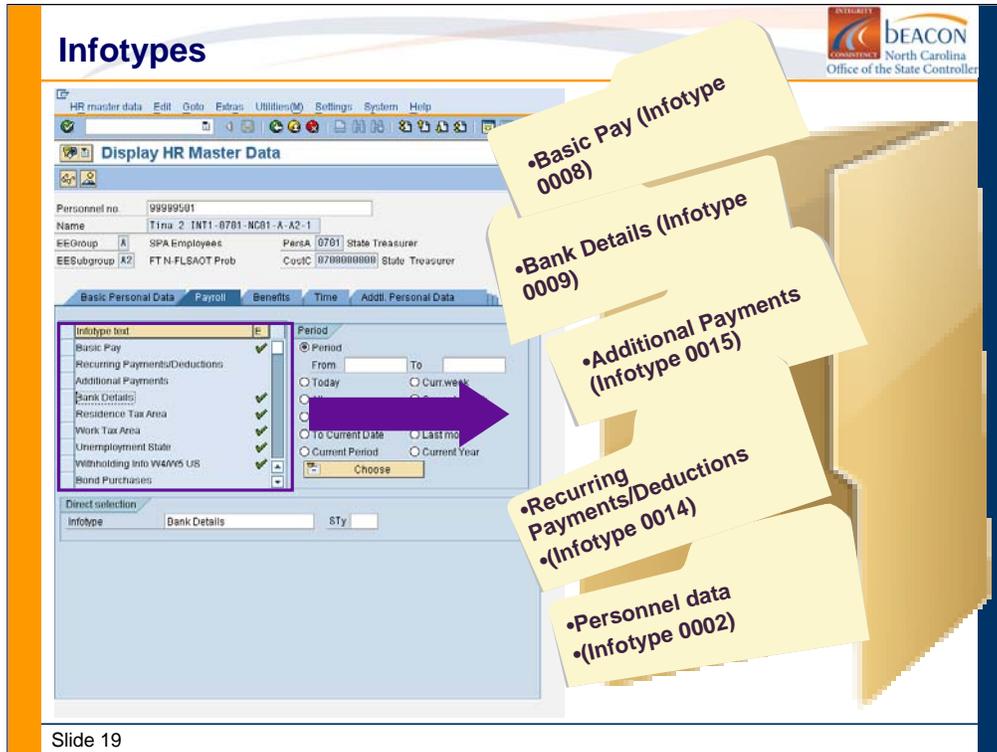
## Deduction Priority



- What happens when an employee does not have enough net pay to capture all deductions?
  - All deductions are given a deduction priority (pretax and deferred taxes first, deductions second, garnishments third, then other deductions prioritized).
  - All deductions are given a setting of how they should process if the employee does not have enough to deduct the full deduction.

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**Notes:**



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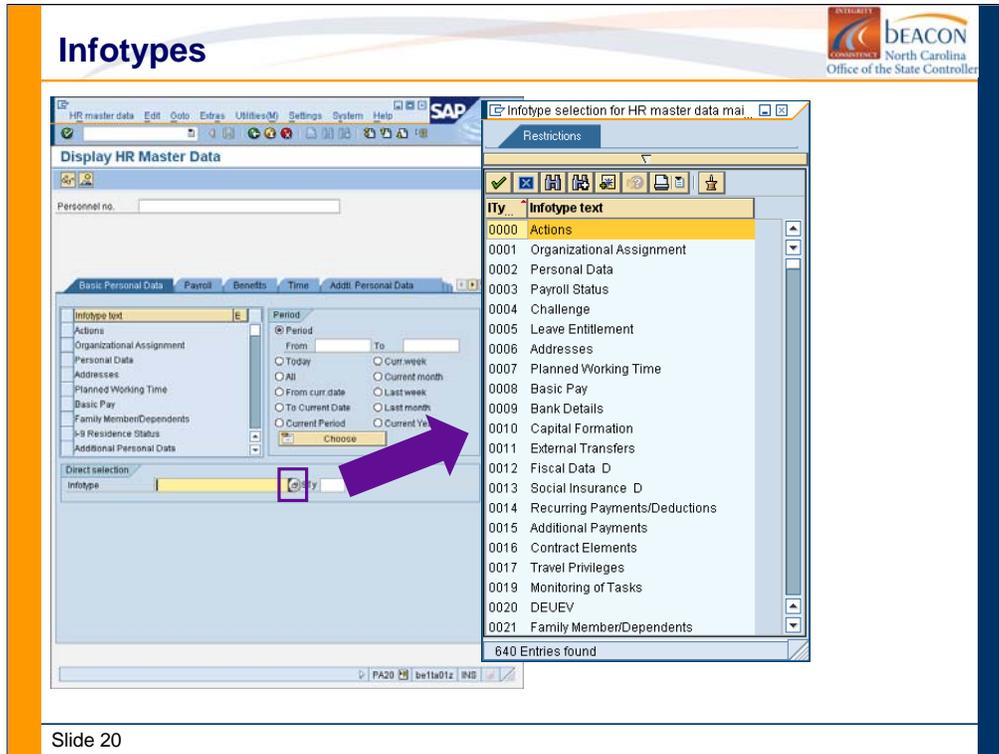
## Notes:

Payroll also uses employee **master data** to process payroll. Each employee has a master record that consists of data organized into infotypes. Infotypes are used to group related data fields together to form units of information in the HR module. Infotype is the term SAP uses to identify the screens that make up an employee's personnel file.

Just as you would have individual pieces of paper in a file folder to comprise a manual personnel record, you will have electronic infotypes to comprise a personnel record. Just think of an infotype as a screen of related information.

You will learn about many different infotypes in this course. For the purpose of payroll processing, the typical master data needed includes:

- Normal employee information, consisting of name, address, and other personal details.
- Benefits information, covering benefit plans and deductions.
- Garnishment information, which includes garnishment order details, and types.
- Tax information, including the employee's residence tax area, work tax area, and unemployment details.
- Payroll information, including basic pay, other earnings, and deductions.
- Time information, including work schedule, leave, and absence information.



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**Notes:**

Each Infotype has a numerical key in addition to a name key.

To access the infotype via numerical key, enter the number for the infotype in the **Infotype** field. Click Enter. The system will display the name of the infotype you selected in the infotype field.

To access the infotype via matchcode, click the matchcode button, select the appropriate infotype from the list, and click Enter twice.

The screenshot shows the 'Subtypes' application window. The main window is titled 'Display HR Master Data' and displays information for employee Tina 2. The 'Bank Details' section is highlighted, and a purple arrow points to the 'Sty' dropdown menu. A secondary window titled 'Subtypes for infotype "Bank Details" (1) 7 Entries found' is open, showing a list of subtypes:

Styp	Name
0	Main bank
1	Other bank
2	Travel Expenses
5	Main bank details for Off-Cycle
6	Other bank details for Off-Cycle
BR03	
F1	Bank Details for Fam.All beneficiary

A text box on the right side of the screenshot contains the following information:

Bank Details Infotype 0009 allows for employees to list:  
 0 – Main Bank  
 1 – Other Bank  
 2 – Travel Expenses

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**Notes:**

Subtypes are categories of infotypes that hold additional information.

For example, the State of NC will allow the use of multiple bank accounts for direct deposit. For Infotype 0009 Bank Details, subtype 0 represents the **Main Bank** account for deposits and subtype 1 represents **Other Bank**.

Infotypes



- Several Infotypes are required to be complete and accurate for successful payroll processing:
  - Infotype 0001 Organizational Assignment (PA)
  - Infotype 0003 Payroll Status (Payroll)
  - Infotype 0007 Planned Working Time (Time)
  - Infotype 0008 Basic Pay (PA)
  - Infotype 0009 Bank Details (Payroll)
  - Infotype 0208 Work Tax Area (PA)
  - Infotype 0209 Unemployment Tax Area (PA)
  - Infotype 0210 Tax Withholding Info (PA)/(Payroll)
  - Infotype 0234 Additional Withholding (if necessary) (PA)
  - Infotype 0235 Other Taxes US (if necessary) (PA)

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These infotypes are accessible via **PA20 (Display)** and **PA30 (Maintain)**.  
 The chart below list the appropriate security role(s) needed to maintain payroll dependent infotypes:

**Notes:**

Infotype Name	Infotype Number	SAP Security Role
Organization Assignment	0001	HR Master Data Maintainer Short Term Disability Spec
Payroll Status	0003	Central Payroll Processing
Planned Working Time	0007	HR Master Data Maintainer
Basic Pay	0008	HR Master Data Maintainer
Bank Details	0009	HR Master Data Maintainer, Payroll Administration
Work Tax Area	0208	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Unemployment Tax Area	0209	HR Master Data Maintainer, Payroll Administration Central Payroll Processing
Tax Withholding Info	0210	HR Master Data Maintainer, Payroll Administration, Central Payroll Processing
Additional Withholding	0234	Central Payroll Processing
Other Taxes US	0235	Central Payroll Processing

## Lesson Review



In this lesson, you learned to:

- Explain the details of payroll processing to include the calculation of gross & net pay, statutory, and voluntary deductions.
- Describe essential master data needed for payroll processing.

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**Notes:**

**Course Map**

Lesson 1: Payroll Processing

**Lesson 2: SAP Payroll Basics**

Lesson 3: Agency Payroll Display

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

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The slide features a title 'Course Map' in the top left. In the top right, there is a logo for 'BEACON North Carolina Office of the State Controller' with the word 'CONSISTENCY' below it. The main content consists of five rounded rectangular boxes, each containing a lesson title. The second box, 'Lesson 2: SAP Payroll Basics', is highlighted with a dark blue background and white text. The other boxes have white backgrounds with dark blue text. The slide is framed by an orange vertical bar on the left and a dark blue vertical bar on the right. The text 'Slide 24' is located in the bottom left corner of the slide area.

The second lesson of the course will be a review of displaying HR master data records.

**Notes:**

## Lesson Review



Upon completion of this lesson, you should be able to:

- Understand how to log-on to SAP.
- Navigate within SAP.
- Display HR master data records.

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**Notes:**

## SAP Log On

**To log on to the SAP system, you will need:**

- BEACON training portal access
- NCID ID
- Password



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Users will access the BEACON system using their NCID and password.

BEACON users need to set up their NCID prior to logging into the system.

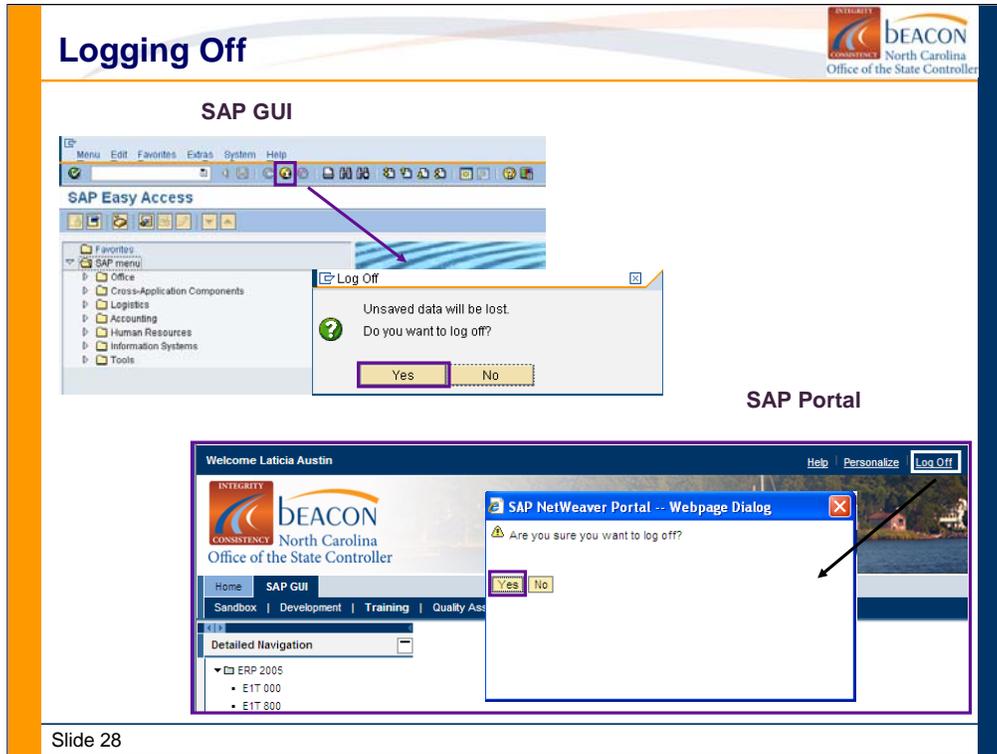
### Notes:

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## Notes:

When logging on to the production system, click the SAP GUI tab from the navigation bar. This will take you to the SAP for which you have authorization to access. Clicking the appropriate SAP link will open that client and display the SAP Easy Access Screen.

For training purposes, click the SAP GUI tab from the navigation bar, then click the Training link on the navigation bar. The term client was introduced in PY200 Payroll Overview. We are using the training client for training purposes. The production client will be used after go-live.



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**Notes:**

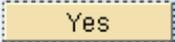
When logging off of SAP, you must log off of both the SAP GUI and the Portal environment.

To Log Off the SAP GUI:

Either Select System > Log off

OR

Select  until you reach the Log Off dialog window.

Then click  to confirm.

To Log Off the SAP Portal:

Click  in the upper right hand of the internet browser

Click  on the SAP NetWeaver dialog window to confirm.

## Instructor Demonstration #2.1



- Logging onto SAP
  - Use this procedure to log onto the SAP environment.
  - INFORMATION:
    - Training Portal Web Address
    - NCID User ID
    - Password



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**Notes:**

**Exercise #2.1**

• Logging onto to SAP

In this scenario, you are logging onto SAP to start your work day.



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**Exercise 2.1: Logging onto SAP**

**Scenario:** You need to log onto SAP to start your work day.

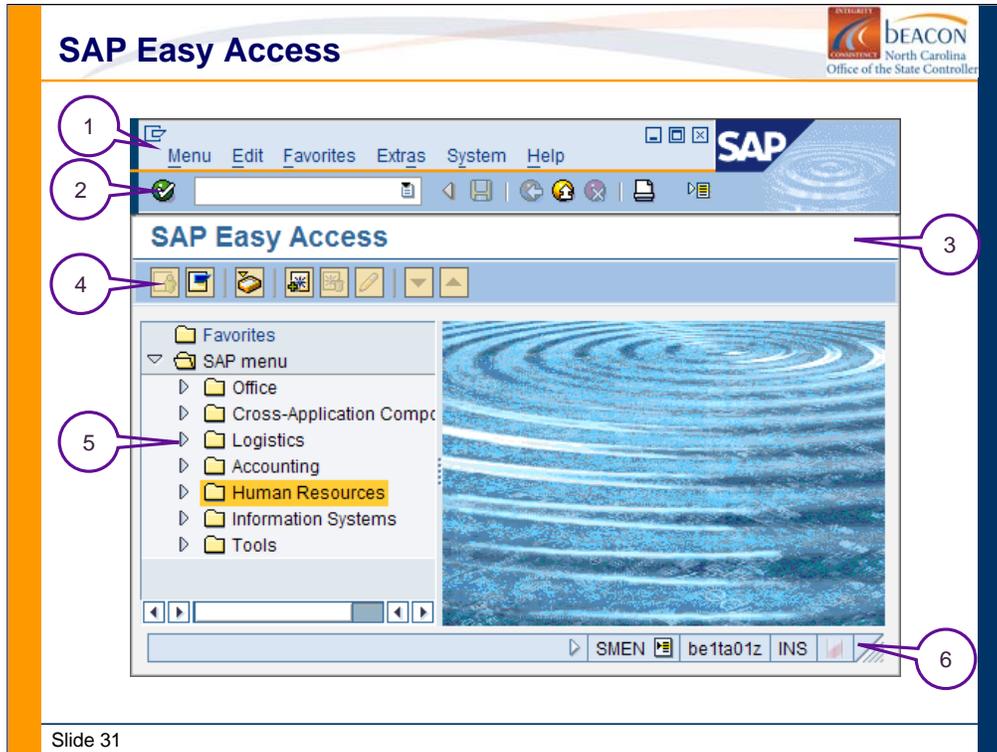
**Job Aid:** Logging onto SAP

Name at least two things are needed to log on to SAP?

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**Notes:**

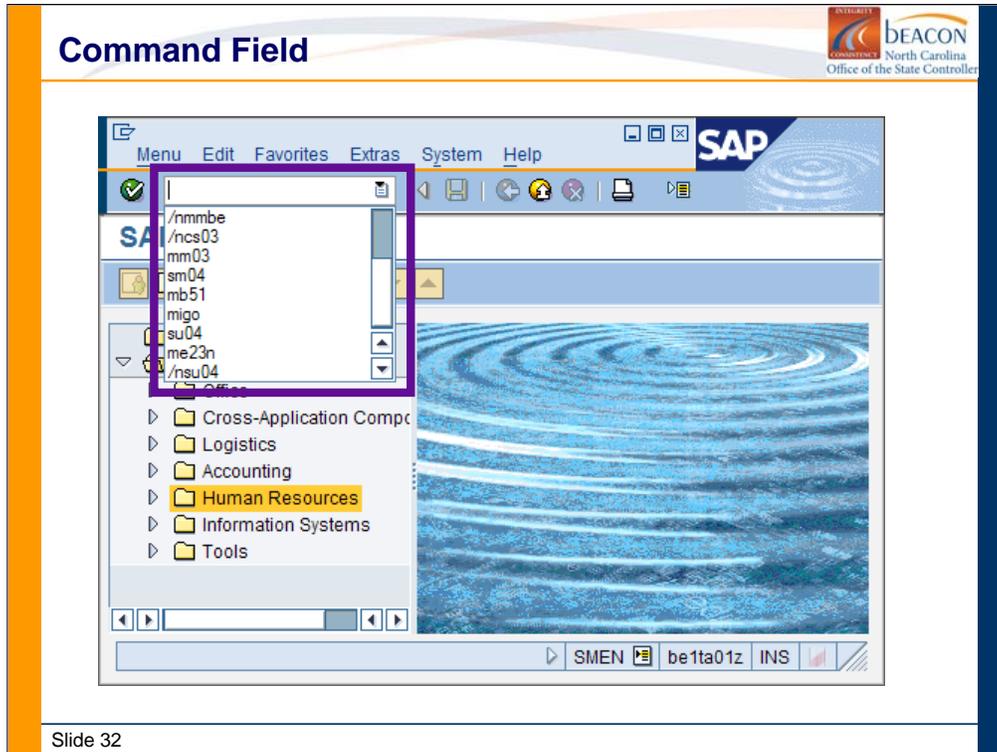


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**Notes:**

Regardless of what is transpiring within SAP, seven features or elements are found on every screen of the SAP application window:

1. **Menu bar** – The menu bar contains screen specific headers that can be clicked for submenu actions.
2. **Standard toolbar** – The standard toolbar contains the command field and several command buttons for working with transactions and navigating between transaction screens.
3. **Title bar** – The title bar displays the name of the screen and/or transaction in the application window.
4. **Application toolbar** – The application toolbar is a screen specific row of command buttons. This toolbar replicates some commands that exist on the menu bar.
5. **Central work area** – The central work area is located between application toolbar and status bar of every screen. This area is the working area for the SAP environment.
6. **Status bar** – The status bar contains the message field and system data field. The message field is one place SAP uses to display system confirmations, warnings, errors, and other messages. The system date field displays all technical information regarding the SAP system, including the transaction currently being displayed in the Central work area.
7. **Popup window** (not pictured above) – The popup window is the second place that the SAP system displays messages and typically requires the user to take action (i.e., confirm yes or no).



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**Notes:**

The command field is used to navigate to SAP transactions. Every transaction has an initial screen in the application and is identified via a unique name known as a transaction code. By entering that code in this field, the system will navigate to the initial screen of that transaction. The command field will also contain a list of recently used icons. To view this list, click the list icon  at the end of the field.

## Displaying an HR Employee Record

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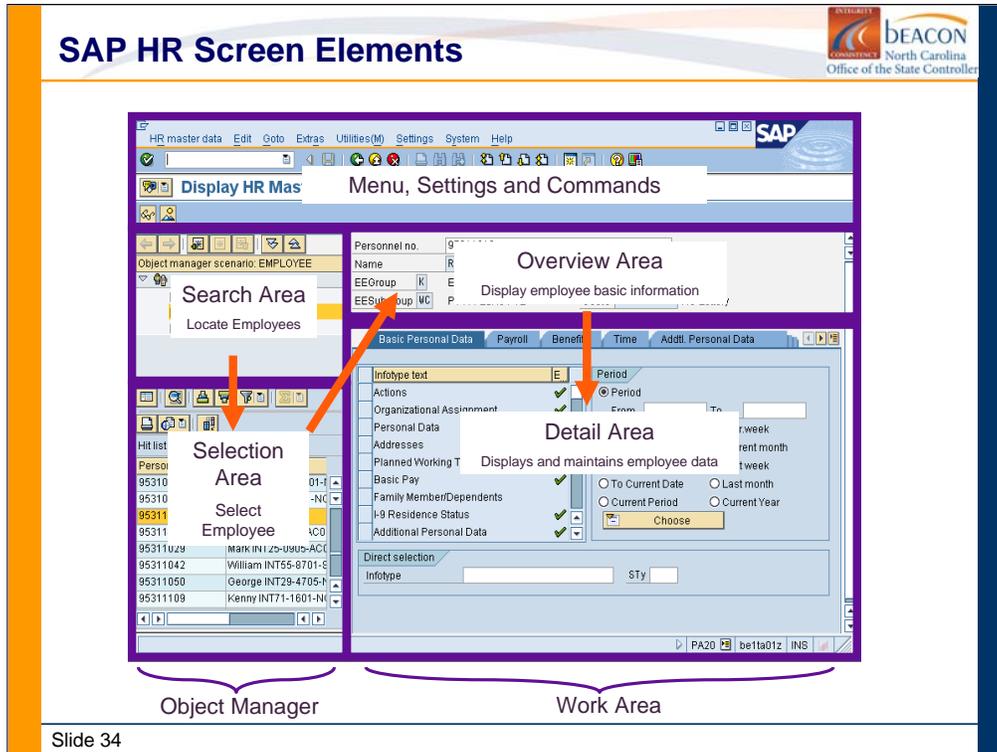
To navigate from the SAP Easy Access menu to the initial display screen of any employee master record, simply enter PA20 in the command field, click Enter on your keyboard, and the initial screen will display.

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### Notes:

Using the PA20 transaction, you can display an infotype in an employee master data record. This transaction code is used for display only and does not allow any additions, updates, or changes to the employee record.

The initial screen of PA20 will either display the last employee record viewed and allow the ability to search for an employee record to display. If the employee Personnel Number is readily available, enter the number in the Personnel no. field and display the employee record.



**Notes:**

Let's get a better understanding of the HR Master Data Screen!

On the left hand side of the screen is the *Object Manager*, which is divided into a *Search Area* above and a *Selection Area* below. Use the *Search Area* to search employees according to certain criteria such as last name, first name, organizational assignment, and so on. A list is generated in the *Selection Area*. Select the employee personnel number in the selection area. Once the employee has been selected all information will display in the *Work Area* on the right hand side of the screen.

The right hand side of the screen, or *Work Area*, is divided into an *Overview Area* and a *Detail Area*. The *Overview Area* displays basic employee information such as name, employee group, employee subgroup, personnel area, and cost center. The *Detail Area* displays data based on the menu or infotype chosen.

## Instructor Demonstration #2.2



- Display HR Master Data
  - Use this procedure to display an employee's HR master data.
  - INFORMATION:
    - Personnel No.



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**Notes:**

**Exercise #2.2**

• Display HR Master Data

In this scenario, you are displaying an HR master data record.



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**Notes:**

**Exercise 2.2: Displaying HR Master Data (PA20)**

Use PA 20 to display Master Data

**Scenario:** You need to display an HR master data record.

**Work Instruction:** Display HR Master Data Record

Enter 70160366 in the **Personnel No.** field.

Click  to validate your entry and display employee information in the Overview Area.

**Questions**

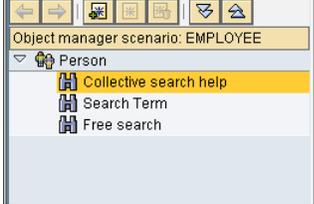
1. What is the name of this employee? \_\_\_\_\_

2. What is this employee's Personnel Area?  
\_\_\_\_\_

## Employee Search



- There are three basic search options via the Object Manager Search Area.

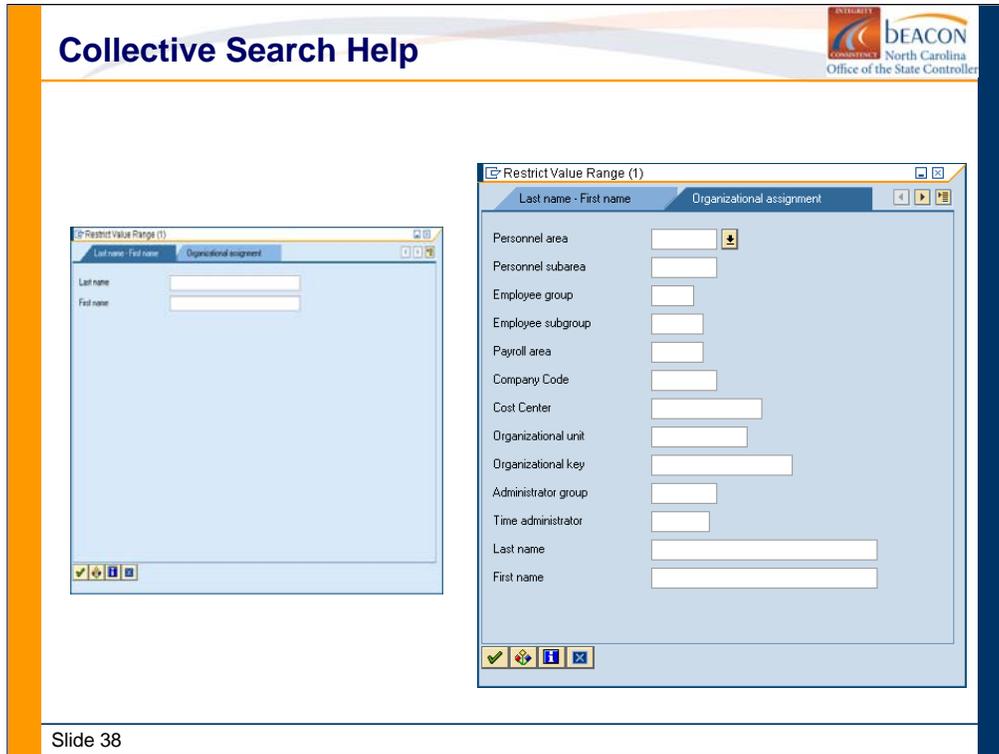


- Collective Search help is the most commonly used of the three.

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Use the *Object Manager* to create a list of employees who meet specific selection criteria (for example: last name, personnel area, employee group).

### Notes:



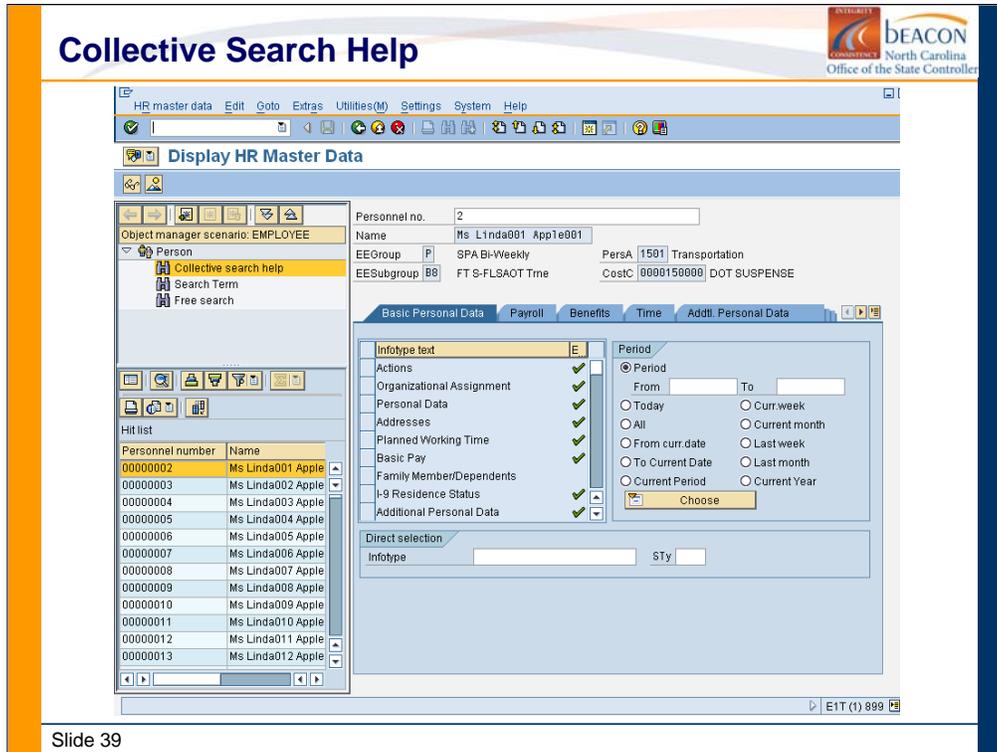
**Notes:**

Searching for an employee record can be done using a combination of fields such as:

- Last Name
- First Name
- Personnel Area
- Employee Group
- Employee SubGroup

Use additional selection criteria to further limit the results of your search.

You can search on the name by entering =n.lastname. You can also search for a SSN by entering =c.ssn in the Personnel No field.



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**Notes:**

Using the *Object Manager* results list keeps you from having to back out of the information screen, search for another employee, and then come back into the information screen to view the same information for another employee.

To view another employee without researching just double-click the employee's name in the *Hit List*.

If you notice a **Start Date** column when searching for an employee, this **Start Date** represents the employee's date of birth.

## Instructor Demonstration #2.3



- HR Master Data Search
  - Use this procedure to search HR Master Data Records.
  - INFORMATION:
    - Employee Last Name



Slide 40

**Notes:**

**Exercise #2.3**

- Search HR Master Data

In this scenario, you must search for the employee record.



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**Exercise 2.3: Search HR Master Data**

**Scenario:** Use the Collective Search Help to search for all employees with the last name Brown.

**Work Instruction:** Display the HR Master Data Record Search.

Display Fred Brown's HR master data record.

1. What is his Personnel No.? \_\_\_\_\_
2. What employee group is assigned to his record?  
\_\_\_\_\_

**Notes:**

## Lesson Review



In this lesson, you learned to:

- Understand how to log-on to SAP.
- Navigate within SAP.
- Display HR master data records.

Slide 42

**Notes:**

**Course Map**

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

**Lesson 3: Agency Payroll Display**

Lesson 4: Payroll Reports

Lesson 5: Payroll for Agencies Review

Slide 43

The slide features a vertical orange bar on the left and a dark blue bar on the right. The title 'Course Map' is in the top left. The logo for 'BEACON North Carolina Office of the State Controller' is in the top right. The lesson titles are in rounded rectangular boxes, with Lesson 3's box being dark blue and the others white with blue borders. The text 'Slide 43' is at the bottom left.

The third lesson of the course will discuss how to view employee HR master data records as it relates to payroll functions.

**Notes:**

## Lesson Objectives



Upon completion of this lesson, you should be able to:

- Display Employee Bank Details IT0009.
- Display Recurring Payments/Deductions IT0014.
  - Cell Phone Supplement
  - Personal Use of State Vehicles
  - Combined Campaign
  - Agency-specific deductions and supplements
- Display Additional Payments IT0015.
  - Relocation Pay

Slide 44

**Notes:**

## Displaying Infotype Data



SAP

**Display HR Master Data**

Personnel no.

Name

EEGroup  SPA Employees    PersA  Juvenile Justice Delinquency

EESubgroup  FT S-FLSAOT Perm    CostC  Juvenile Justice

Basic Personal Data
**Payroll**
Benefits
Time
Addtl. Personal Data

Infotype text	E
Basic Pay	✓
Recurring Payments/Deductions	✓
Additional Payments	✓
Bank Details	✓
Residence Tax Area	✓
Work Tax Area	✓
Unemployment State	✓
Withholding Info W4/W5 US	✓
Bond Purchases	✓

Period

From  To

Today                     Curr.week  
 All                             Current month  
 From curr.date           Last week  
 To Current Date         Last month  
 Current Period          Current Year

Direct selection

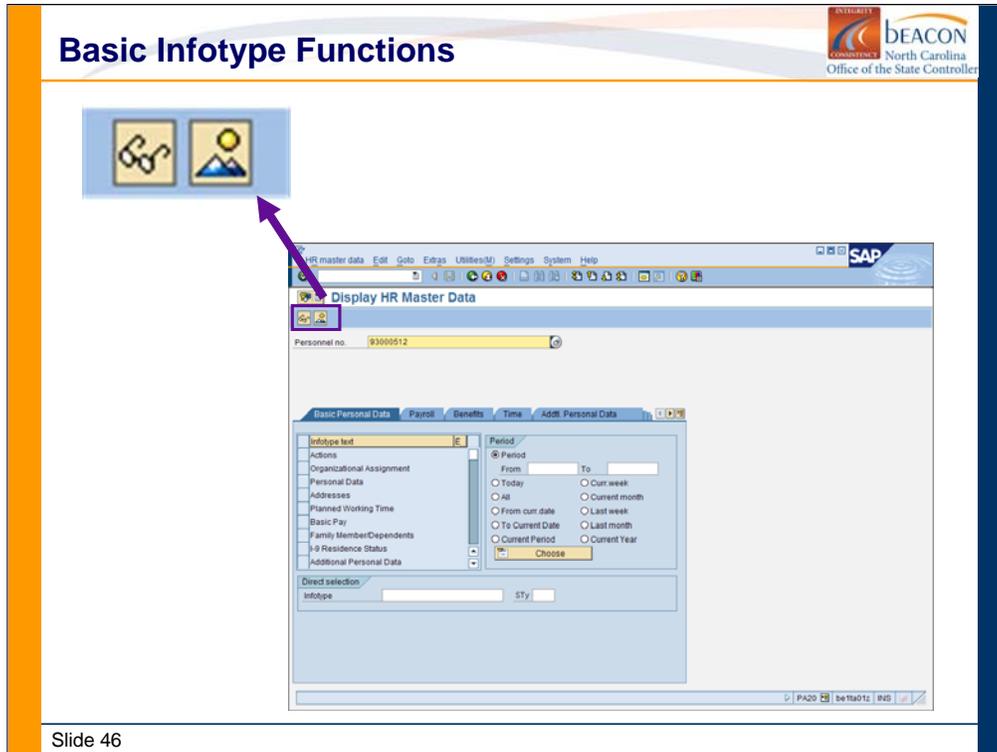
Infotype  STy

PA20 be1ta01z INS

Slide 45

**Notes:**

HR master data is viewed by displaying infotype records. Each employee record consists of active infotypes based on actions created for that employee record. Take a look at the above HR master data for Kathy Mardick. This screenshot shows the Payroll tab as the active tab. Notice that there are several tabs (i.e. Basic Personal Data, Benefits, Time, and etc.) which exist within an HR master data record. Each of these tabs group related data together by using infotypes. When looking at the list of infotypes, a green check mark denotes that an infotype record exists. Using the above example, Kathy Mardick has infotype records for Basic Pay, Bank Details, Residence Tax Area, Work Tax Area, Unemployment State, Withholding Info W4/W5 US.



Slide 46

**Notes:**

There are various ways to display employee master data infotype records.

The Display button shows the selected infotype data. Upon selecting this button SAP will take you to the most recent infotype record available. If available, use the Previous Record button, Next Record, or Overview buttons to move through other infotype records.

The Overview button provides a history of records associated with an infotype. From this list, use the record selection button to highlight the infotype record of choice, then click the Choose button to display the record.

**Infotype Validity Period**

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Infotype Edit Goto Extras System Help

SAP

Overview Basic Pay (0008)

Payments and deductions

Personnel No 95240942 Name Brenda Wilson

EEGroup E SPA 11M pd over 11M PersA 2001 Health Human Services

EESubgroup Y1 PT S-FLSAOT Perm Statu Active

Choose 01/01/1800 to 12/31/9999 STy.

Start Date End Date

Slide 47

Each infotype record has a beginning and ending date. These dates are known as the validity period. **Validity periods** define the life span or “valid period” of the information contained in the infotype. When creating a new infotype, both the beginning and ending dates are required. In most cases, the ending date is unknown. If this is the case, SAP allows the use of 12/31/9999 to be entered.

Using dates allows SAP to store historical infotype data.

**Notes:**

**Delimit**

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Infotype Edit Goto Extras System Help

**Overview Bank Details (0009)**

Personnel No 99999500 Name Tina W Song

EEGroup A SPA Employees PersA 0701 State Treasurer

EESubgroup A2 FT N-FLSAOT Prob Statu Active

Choose 01/01/1800 To 12/31/9999 STy.

Start Date	End Date	Payee	Payment method	Ban	Bank Key
03/01/2007	12/31/9999	Tina W Song	Payroll Direct DeposUS		053108195
01/01/2007	02/28/2007	Tina W Song	Payroll Direct DeposUS		053108195

Two records denote an employee master data addition or change

Notice the start and end date on each record

Slide 48

SAP allows for the ability to have multiple instances of an infotype record. In order to update an employee's record, the old record is assigned an end date or is delimited. To **delimit** a record means to end the validity period for that record. When creating a new record for an infotype, the old record is automatically delimited one day prior to the start date because records can not have overlapping dates.

This process of delimiting is very important because SAP is a date driven system.

## Notes:

## Display Employee Bank Details



- Display HR Master Data (PA20)
  - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click on the name.
 

Personnel no.
  - Press Enter (  ) to populate the employee's information.
  - In the **Direct Selection Infotype** field, type **0009**.
 

Direct selection  
Infotype
  - Click the Overview icon (  ) to see a list of Employee Bank.
  - Details or click the Display icon (  ) to see the last record entered.

Slide 49

**Notes:**

As of October 1, 2007, the Office of State Controller required all employees paid through Central Payroll to use direct deposit. Direct Deposit information for current employees prior to Go-Live has been converted from Central Payroll to the SAP. Any exception to the policy must be requested in writing to the State Controller's Office. Direct Deposit information should automatically be entered for all new hires. Employees can have multiple bank accounts in SAP with either an additional percentage or dollar amount for deposit.

**CRITICAL!** - Changing bank accounts should be done on the first day of the payroll period. If it's changed in the middle of the pay period, the system looks at all active accounts within the pay period, not just for the date of payroll run. For example, if you have 90% of your pay going to your main account A, and 10% going to a savings account B, but in the middle of the payroll period you change that 10% to be directed to account C, the system will read B and C, and take 10% to B and 10% to C, removing 20% of your pay from your main account A. Depending on the complexity of your account mapping and the amount of your paycheck, this could result in no pay to your main account.

The infotype to view an employee's bank details is 0009 – Bank Details.

It is best to display what already exists in the infotype record before making changes to HR master data.

**Display Employee Bank Details**

Personnel No: 1090 Name: STANFORD HUSH  
 EEGroup: SPA 10M pd over 10M PersA: 1901 Environment Natural Resources  
 EESubgroup: FT N-FLSAOT Prob Status: Active  
 Choose: 01/01/1000 To: 12/31/9999 STy:

Start Date	End Date	Payee	Payment method	Ban	Bank Key
02/01/2007	12/31/9999	STANFORD HUSH	Payroll Direct Depos	US	253175494
06/27/2007	12/31/9999	STANFORD HUSH	US		

**Bank details**

Bank details type: Main bank  
 Payee: STANFORD HUSH  
 Postal Code/City: 280270000 CONCORD  
 Bank Country: USA  
 Bank Key: 253175494 COASTAL FEDERAL CREDIT UNION  
 Bank Account: 00014021000940 Bank control key: 01  
 Payment method: P Payroll Direct Deposit  
 Purpose:   
 Payment currency: USD  
 Standard value: 0.00 USD  
 Standard Percentage: 10.00

If employee chooses to split deposit they must either choose a dollar amount (Standard value) or percentage

Slide 50

**Notes:**

The employee must have a single type “0 – Main bank” record for direct deposit. Employee’s may have up to 3 type “1 – Other bank” records. Each record must have a begin and end date.

**How does Split Deposit work?**

When employees choose to split their deposit in several accounts, the payroll program will always deposit the amounts of all Other bank’s first and the remaining balance will be deposited in the Main bank.

For example:

Look at Stanford Rush’s split deposit represented above, when Stanford’s payroll is processed 10% will be deposited in his other bank and the balance will be deposited in his Main Bank.

The screenshot displays the BEACON North Carolina Office of the State Controller website. The main heading is "Display Employee Bank Details". Below the navigation bar, there are sections for "My Personal Information" and "Bank Information". The "My Personal Information" section includes links for "Addresses", "Bank Information", "Family Members", and "Display Own Data". A purple arrow points from the "Bank Information" link in the "My Personal Information" section to the "Bank Information" section. The "Bank Information" section shows a "Main Bank" table with the following details:

Main Bank	
Payee:	ASE PORTAL
Bank Name:	PEWAGON FEDERAL CREDIT UNION
Account Number:	846700041

Slide 51

**Notes:**

Employees can use Employee Self Service to make changes to their Bank Details.

Employees that do not have access to ESS must contact their agency HR/Payroll office or contact BEST Shared Services to make changes to bank details.

### Instructor Demonstration #3.1



- Display Employee Bank Details – IT0009
  - You received a call from Betty Jones regarding her employee deposit. She needs to verify which bank she is using for direct deposit.
  - INFORMATION (most often obtained):
    - Employee name



Slide 52

**Notes:**

**Exercise #3.1**

• Display Employee Bank Details – IT0009

Assume in this scenario, you need to view an employee's bank details.



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**Exercise 3.1: Display an Employee's Bank Details**

**Scenario:** You received a call from Betty Jones DOB 10/21/1977 regarding her employee deposit. She needs to verify which bank she is using for direct deposit.

**Work Instruction #:** PA20 IT0009 Display Employee Master Data

**Questions/Results:**

1. How many bank records exist for Betty? \_\_\_\_\_
2. What is the bank name displayed in this infotype?  
\_\_\_\_\_
3. Does Betty have a split deposit? \_\_\_\_\_

**Notes:**

### Agency Deductions and Supplements



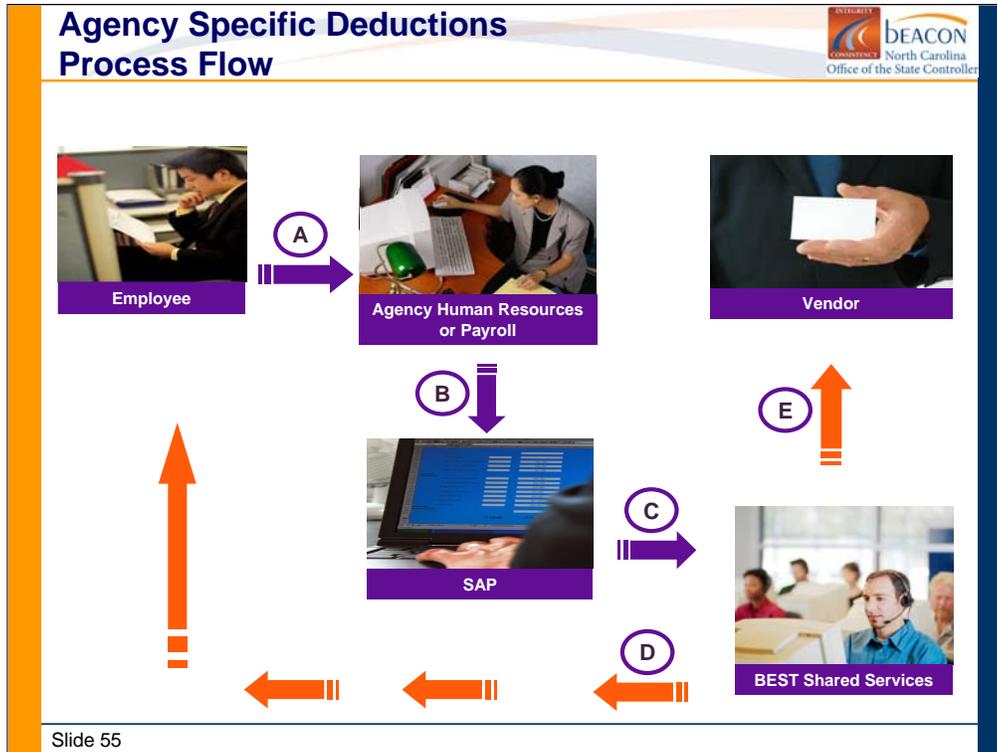
- Agency payroll staff are responsible for the following deductions and processes:
  - Cell Phone Supplement
  - Management of Personal Use of State Owned Vehicle
  - Combined Campaign
  - Relocation Pay
  - Agency Specific Insurance Plans

Slide 54

Deductions was a definition discussed in PY200. Remember the following points when dealing with deductions:

- Deductions can either be recurring IT0014 or one-time IT0015.
- Deductions are taken out of employee's pay during payroll run.
- Deductions are grouped and paid through Third Party Remittance as they become available.

### Notes:



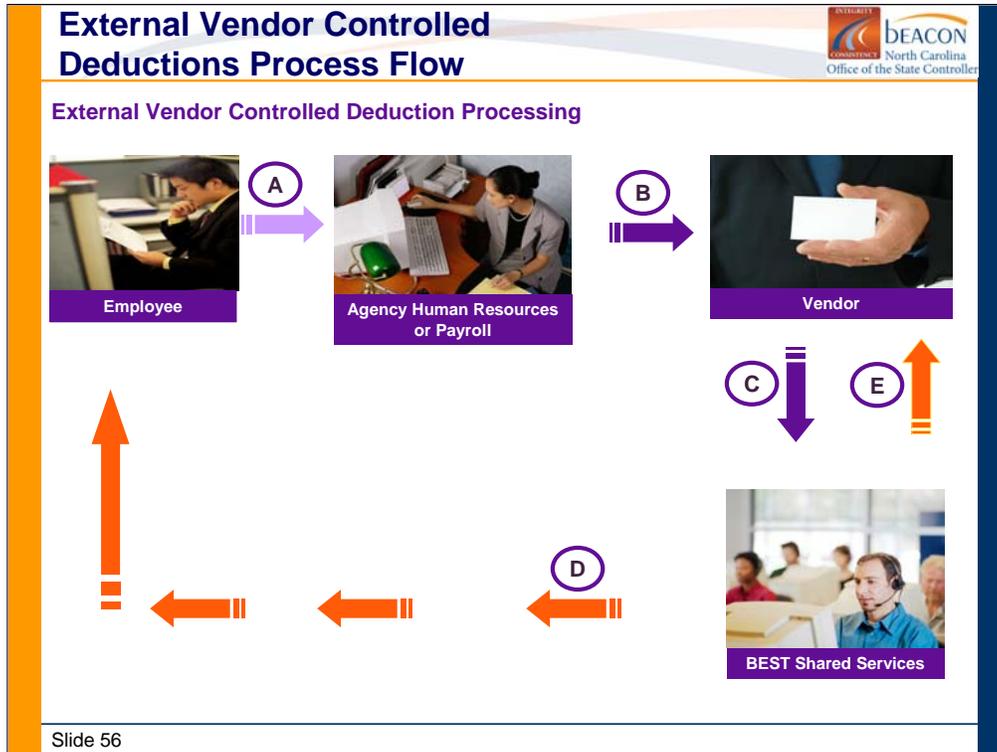
Slide 55

**Notes:**

The following steps represent the Agency Specific deduction process.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources.
- B. Agency HR Rep or Payroll Rep enters the deduction into SAP.
- C. BEST Shared Services process deduction information from SAP via payroll.
- D. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of an agency specific deduction is combined campaign.



Use this process flow for an external vendor controlled deduction.

- A. Employee completes deduction form. Forwards completed form to Agency Human Resources or Payroll.
- B. Agency HR Rep or Payroll Rep forwards the form to the vendor.
- C. Vendor provides deduction information to BEST Shared Services.
- D. BEST Shared Services receives and processes deduction information from vendor. Upon the next payroll run, the employee will see the deducted amount from their pay.
- E. BEST Shared Services will request payment to vendor via third party remittance.

An example of external vendor controlled deduction is 401K.

**Notes:**

### Display Recurring Payments/Deductions



- Use Infotype 0014 Recurring Payments/Deductions.
- Used for two purposes:
  - To create recurring payments that will increase an employee's gross pay amount
  - To create recurring deductions that will reduce an employee's pay amount
- Once created, these payments/reductions continue until the end (or "to") date of the designated time period is reached.

Slide 57

### Notes:

SAP Payroll looks at the current date of the payment/deductions to make sure they are to be taken in the current payroll run.

These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

## Display Recurring Payments/Deductions



- Display HR Master Data (PA20)
  - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click the name.

- Press Enter or to populate the employee's information
- In the **Direct Selection Infotype** field, type 0014.

- Press Enter.
- Click the Overview icon () to see a list of recurring payments/deductions or click the Display icon () to see the last record entered .

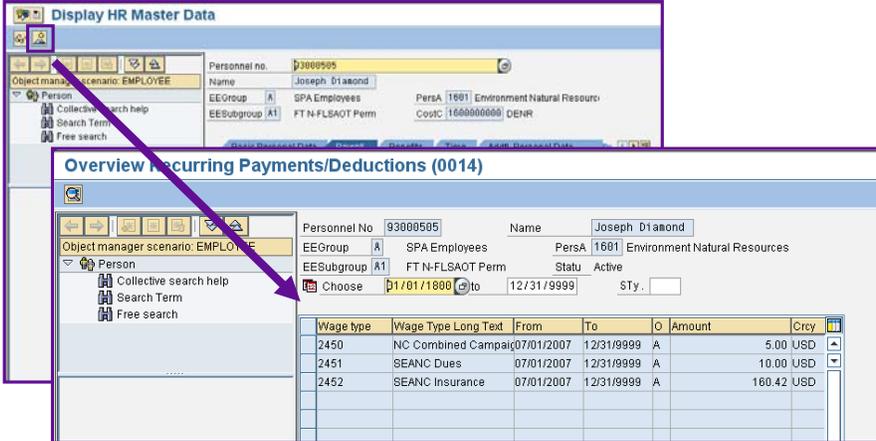
Slide 58

### Notes:

There are several ways to view an employee's recurring payments/deductions. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Recurring Payments/Deductions in the Infotype text box, then the employee has an active record. If no green check mark exists, then there is not an active record for that employee.



## Display Recurring Payments/Deductions



The screenshot shows two overlapping windows. The top window, 'Display HR Master Data', displays employee information for Personnel No. 93000505, Name Joseph Diamond, and various organizational details. The bottom window, 'Overview Recurring Payments/Deductions (0014)', shows a table of recurring payments/deductions for the same employee. A purple arrow points from the 'Display' icon in the bottom window to the 'Display' icon in the top window.

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2450	NC Combined Campai	07/01/2007	12/31/9999	A	5.00	USD
2451	SEANC Dues	07/01/2007	12/31/9999	A	10.00	USD
2452	SEANC Insurance	07/01/2007	12/31/9999	A	160.42	USD

To display more information for an individual record, select record and click Display icon.

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**Notes:**

To display a list of Recurring Payments/Deductions for an employee, click the **Overview** icon. Notice the list includes “From” and “To” dates for each infotype. To view an individual record, select the record row, and then click the **Display** icon.

## Display Recurring Payments/Deductions



**Overview Recurring Payments/Deductions (0014)**

Personnel No: 93000505    Name: Joseph Diamond

EEGroup: SPA Employees    PersA: 1601 Environment Natural Resources

EESubgroup: FT N-FLSAOT Perm    Status: Active

Choose: 01/01/1800 to 12/31/9999    STy:

Wage type	Wage Type Long Text	From	To	O	Amount	Crcy
2450	NC Combined Campaign	07/01/2007	12/31/2007	A		
2451	SEANC Dues	07/01/				
2452	SEANC Insurance	07/01/				

Examples include:

- Cell Phone Supplement
- Parking
- Membership Dues

WT	Wage Type Long Text	Start Date	End Date
1500	Cell Phone Supplement	01/01/1900	12/31/9999
1560	Severance Pay NonTax Stat	01/01/1900	12/31/9999
1565	Severance Pay St Taxable	01/01/1900	12/31/9999
1600	Rent Stipend	01/01/1900	12/31/9999
1625	Governor's Supplement	01/01/1900	12/31/9999
1628	LI Governor's Supplement	01/01/1900	12/31/9999
2101	Parking DOT PT	01/01/1900	12/31/9999
2102	SSM Parking PT	01/01/1900	12/31/9999
2104	Parking DOT AT	01/01/1900	12/31/9999
2105	Commuting DOT	01/01/1900	12/31/9999
2107	SSM Parking AT	01/01/1900	12/31/9999
2200	401K Loan	01/01/1900	12/31/9999
2203	457 Def Comp Loan Payment	01/01/1900	12/31/9999
3400	SECU	01/01/1900	12/31/9999
3405	Member's Credit Union	01/01/1900	12/31/9999
2450	NC Combined Campaign	01/01/1900	12/31/9999
2451	SEANC Dues	01/01/1900	12/31/9999
2452	SEANC Insurance	01/01/1900	12/31/9999
2453	United Healthcare Ins	01/01/1900	12/31/9999

87 Entries found

Slide 60

**Notes:**

State of NC, uses several subtypes to categorize recurring payments/deductions.

Agency deductions and supplements that will use this infotype are:

- Cell Phone Supplement
- Management of Personal Use of State Owned Vehicles
- Combined Contributions
- Agency Specific Insurance

## Instructor Demonstration # 3.2



- Display Recurring Payments/Deductions - IT0014
  - Joseph Jackson called to inquire about a recurring deduction that exists on his pay statement. Using Joseph's HR master data record, research his recurring payments/deductions so that you may return his call.
  - INFORMATION (most often obtained):
    - Personnel No



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### Notes:

Execute online help for this infotype and use those instructions to follow along with the demo.

Use the search feature so you can continue to get familiar with searching.

Joseph Jackson – 70135838

**Exercise # 3.2**

- Display Recurring Payments/Deductions – PA20



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**Exercise 3.2: Display Recurring Payments/Deductions**

**Scenario:** Joseph Jackson called to inquire about a recurring deduction that exist on his pay stub. Using Joseph’s HR master data record, research his recurring payments/deductions so that you may return his call.

**Work Instruction #:** PA20 IT0014 Display Recurring Payments/Deductions

**Questions/Results:**

1. How many recurring deductions/payments exist for Joseph Jackson? \_\_\_\_\_
2. List each recurring deduction, ending date, and amount.

**Notes:**

## Display Additional Payments



- The type of additional payments will be determined by the type of employee.
- It is a **one-time** payment:
  - Only happens in the pay period associated with the date of origin on the infotype record
- Examples:
  - Incentive Award
  - Court Settlement - Payments

Slide 63

This infotype will be used when any action needs to occur related to a lump sum, one-time payment to an employee.

A payment that is entered for a pay period that has already run will trigger a retro-calculation.

Example:

An additional payment for an exempt monthly person is entered on March 31st. March's pay is recalculated to include the additional payment. The difference will be paid on the April check.

### Notes:

## Display Additional Payments



- Display HR Master Data (PA20).
  - Enter the **Personnel No** or use the Matchcode icon to search for the employee's record and double-click on the name.
  - Press Enter or  to populate the employee's information
  - Type 0015 in the **Direct Selection Infotype** field.

Direct selection	Infotype	0015	@STy
------------------	----------	------	------
  - Press Enter.
  - Click on the Create icon (  ).

Slide 64

There are several ways to view an employee's additional payments. Use transaction code PA20 and click the Payroll tab. If there is a green check mark to left of Additional Payments in the Infotype text box, then the employee has an active record. If no green check mark exists, then there isn't an active record for that employee.

### Notes:

**Display Additional Payments (0015)**

Personnel No: 93000511 Name: Ann Marie INT50-6101-L002-K-A1-1  
EEGroup: K EPA Employees PersA: 6101 Education Lottery  
EESubgroup: A1 FT N-FLSAOT Perm Statu: Active  
Chng: 06/22/2007 ARICE

Additional Payments	
Wage Type	1500 Cell Phone Supplement
Amount	75.00 USD <input type="checkbox"/>
Number/unit	0.00
Date of origin	07/01/2007
Default Date	00
Assignment Number	
Reason for Change	<input type="checkbox"/>

Slide 65

**Notes:**

The Date of origin field is extremely important. The date entered in this field lets the system know in which payroll run to include the payment. Please reference the payroll schedule for both monthly and bi-weekly payroll schedules. The amount will be included with the normal check for the pay period.

These infotype records will be created by others such as BEST Shared Services or Payroll Administrators.

The only Agency deductions and supplements that will use this infotype are Relocation Pay. All documentation for relocation pay must be forwarded to BEST Shared Services. Best Shared Services will be responsible for creating this employee deduction.

### Relocation Pay



- Relocation Pay reimbursement is determined on an agency per person basis.
- Employee expenses should be determined to be taxable/nontaxable and reimbursable/non-reimbursable.
- Use forms OSCPXA05 for Non Taxable Relocation and OSCPXA11 for a Taxable Relocation.
- All documentation must be sent to BEST Shared Services.
- DOT will continue to use SAP's Travel Management to submit relocation expenses.
- Use infotype 0015 Additional Payments.

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### Notes:

The State of NC pays for relocation expenses in certain instances. These expenses are recorded by the different agencies. A determination is made as to which employee expenses are taxable/nontaxable and reimbursable/non-reimbursable. All necessary documentation is sent to BEST Shared Services for payment and/or tracking of non-taxable W-2 information.

Employment reimbursement for relocation is processed in two ways. The first way is for the agency payroll to submit for payment reimbursable expenses incurred by the employee to BEST Shared Services. Then these expenses are paid on the next schedule payroll run.

The second way is when there are relocation expenses when the employee is not due reimbursement. This type of expense would include payments to third party vendors such as a moving company. A determination is also made as to which portions of these expenses are taxable.

All documentation will be sent to BEST Shared Services for creation of Infotype 0015 based upon taxation and reimbursement.

The above process applies to all agencies except the Department of Transportation. Department of Transportation will continue to use SAP's Travel Management module for all travel and relocation expenses.

## Instructor Demonstration #3.3

- Display Additional Payments - IT0015
  - Anne Marie Wilson received \$75.00 extra dollars in her pay. She has called the agency HR/Payroll office to ask why the additional funds appeared on her pay statement.
  - INFORMATION (most often obtained):
    - Personnel No
    - Wage Type
    - Date
    - Amount



Slide 67

**Notes:**

**Exercise #3.3**

• Display Additional Payments – IT0015

In this scenario, assume you need to add the appropriate infotype for an incentive award.



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**Exercise 3.3: Display Additional Payments IT0015**

**Scenario:** Anne Marie Wilson received \$75.00 extra dollars in her pay. She has called the agency HR/Payroll office to ask why the additional funds appeared on her pay statement.

**Work Instruction #:** PA20 IT0015 Display Additional Payments

**Questions/Results:**

1. What is the reason for the additional \$75.00 that Anne Marie has received in her pay? \_\_\_\_\_
2. How long will she receive this amount? \_\_\_\_\_

**Notes:**

## Lesson Review



In this lesson, you learned to:

- Display Employee Bank Details (IT 0009)
- Display Recurring Payments/Deductions (IT 0014)
  - Agency-specific deductions and supplements
  - Cell Phone Supplement
  - Combined Campaign
  - Personal Use of State Vehicles
- Display Additional Payments (IT 0015)
  - Relocation Pay

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**Notes:**

**Course Map**

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Display

**Lesson 4: Payroll Reports**

Lesson 5: Payroll for Agencies Review

Slide 70

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The fourth lesson of this course will cover important payroll reports used to view technical, employee, and department information.

**Notes:**

## Lesson Objectives

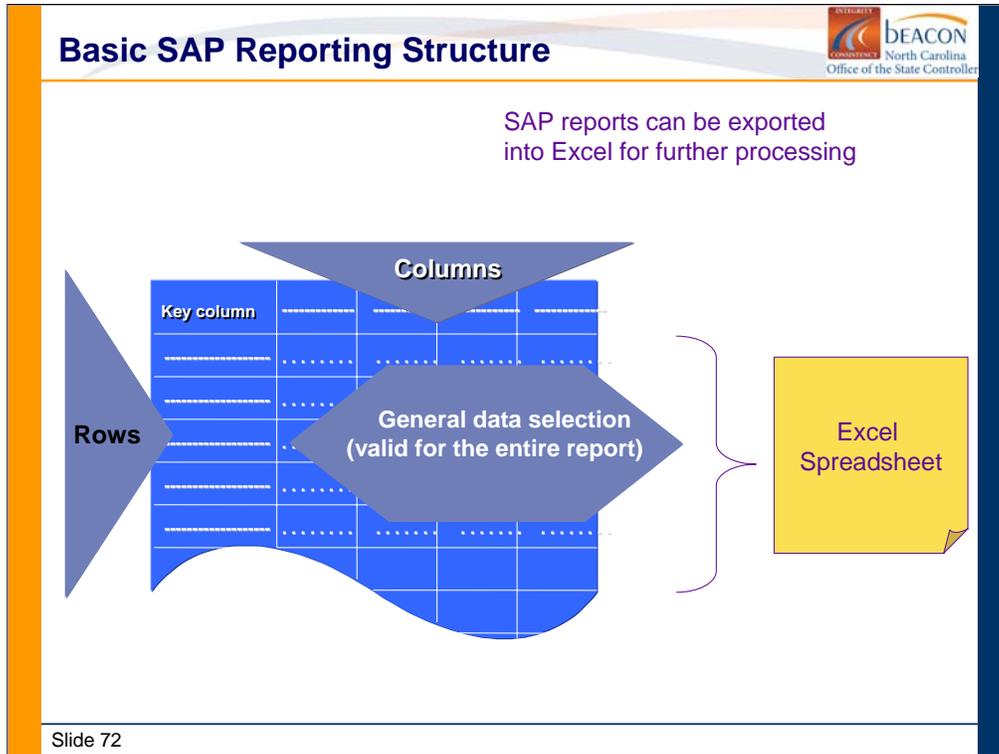


Upon completion of this lesson, you should be able to:

- Describe SAP report types and features.
- Display and understand the following SAP reports:
  - Display Payroll Results PC\_PAYRESULT
  - Display and print Remuneration Statements
    - ZPYR001 (mass printing)
    - PC00\_M99\_HRF (individual or small group printing)
  - Display the Wage Type Reporter S\_PH9\_46000172
  - Define the Payroll Journal PC00\_M10\_CLJN

Slide 71

**Notes:**



**Notes:**

Line-item reports are the typical format for the output of list-display transactions, which generate lists of related objects. They are also found on the initial output screens of some create, display, and change transactions within many Human Resources transactions.

Each row in a line-item report displays the data about a single object, such as an employee. The data are arrayed in columns, which are capped by headers that identify the data. The rows are usually organized vertically by default according to the contents of the first column.

**From SAP to Excel**

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CoCd	PA	PA text	Subar...	PS text	WT	Long text	For-p...	Number of	Amot
NC01	0201	Judicial Branch	NC01	7day Norm	/101	Total gross	200705	0.00	99,954.1
					/102	401(k) Wages	200705	0.00	99,954.1

Save list in file...

In which format should the list be saved ?

- unconverted
- Spreadsheet
- Rich text format
- HTML Format
- In the clipboard

Wage Type Reporter

Directory: C:\Documents and Settings\lmaustri\SapWorkDir

File Name: wt10102007.xls

Encoding:

Generate Replace Extend

Slide 73

**Notes:**

Most reports can be exported to excel for data manipulation.

Depending upon the report, use one of the following methods to export the report.

- Follow the menu path **System > List > Save > Local file.**
- Follow the menu path **List > Export > Spreadsheet (Excel).**
- Click the Local File icon (as seen above).

The next step will be naming the file and placing in the appropriate file location.

## Reporting Features



SAP offers several reporting features:

- Variants
- Report Layout
- Sorting
- Totals and subtotals

Slide 74

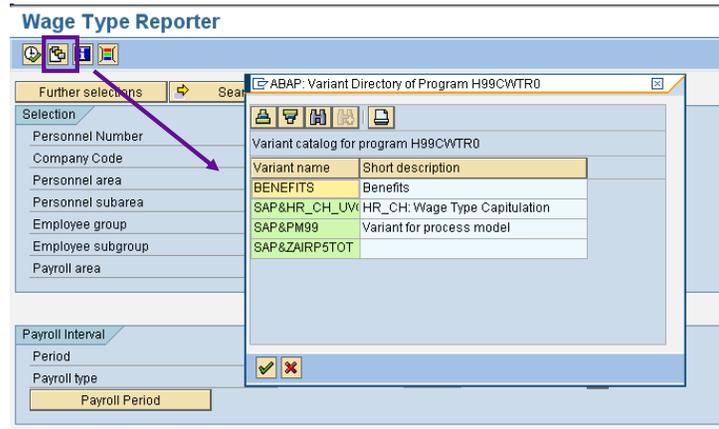
### Reporting Tips:

- The more selection criteria used, the smaller the data pool that will be included in the report.
- If you are unsure how long it will take the report to run, open a 2<sup>nd</sup> SAP session.
- Don't forget that if a report is stuck, use the Stop Transaction feature to end the report.

### Notes:

## Report Variants

- **Report variants** provide a way for storing pre-defined selection criteria for later report execution.



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### Notes:

If you often run the same program with the same set of selections (for example, to create a monthly statistical report), you can save the values in a selection set called a **variant**.

- Each report can have multiple variants.
- Variants are report-specific.
- Reports that run in Background require variants.

## Report Layout

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- Field and User Layout Options

Column content	Pos.	Length
Company Code	1	4
Company Name	2	25
Personnel area	3	4
Personnel Area Text	4	30
Payroll Area for For-Period	5	11
Payroll area text	6	20
Period Parameters	7	5
Name per. parameter	8	20
For-period payroll	9	10
Payment date	10	10
Payroll Type, For-Period	11	10
Payroll ID for For-Period	12	8

Col. content	Length

Line width: 257  
List width: 257

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**Notes:**

After executing, a list display is created that shows the documents in sequence and possibly grouped.

- Filters or sorting can change the arrangement (if available).
- Screen display can be customized on some reports.
- Fields can be added or removed to show appropriate data.

## Sorting





The sorting function rearranges the rows of line-item reports according to the contents of one or more selected data columns also known as “*sorting columns*”

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### Notes:

You can arrange these rows in either alphanumerical (i.e., A to Z, or 1 – 1000) or reverse alphanumerical order in one of two ways. The first method makes use of the Sort Ascending and Sort Descending.

#### Single-Column Sort of a Line-Item Report

- *Step 1.* Click the header of the sort column to select it.
- *Step 2.* Click the Sort descending or Sort ascending button.

When sorting using multiple columns, the first or left-most column becomes the primary sorting column, the second left-most column becomes the secondary sorting columns, and so on.

#### Multiple-Column Sort of a Line-Item Report

- *Step 1.* Click-and-drag across the headers of the sorting columns (if they are next to one another) to select and highlight them.
- OR
- Press and hold the **CTRL KEY** on your keyboard, click the primary sorting column first, the secondary column second, and so on, then release the **CTRL KEY**.
- *Step 2.* Click the Sort ascending or Sort ascending button.

## Creating Totals and Subtotals



- Totals can be created for numeric fields, such as net value or quantity, by selecting the column and clicking the “Total” button (if available). 
- If a total has been created for a column, create subtotals by clicking the “Subtotals” button (if available). 
- The total and subtotals for more than one column can be displayed at the same time.
- It is possible to display only the lines (rows) with totals by clicking the dots in front of the totals.

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**Notes:**

## Payroll Specific Reports



- The following represents the SAP Payroll Specific reports covered in this course:
  - Payroll Results PC\_PAYRESULT
  - Remuneration Statements PC00\_M10\_HRF & ZPYR001
  - Off-Cycle Workbench – Payroll History PUOC\_10
  - Wage Type Reporter S\_PH9\_49000172
  - Payroll Journal PC00\_M10\_CLJN

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**Notes:**

**Overview – Views of the Payroll Reports**

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Technical View	Employee View	Department View
Payroll Results	Remuneration Statement	Wage Type Reporter
	Off Cycle Workbench	Payroll Journal

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The SAP Payroll system allows different views of payroll reports. These are described in detail on the following pages.

Let's start with the explanation of the "technical view" or high level report.

## Notes:

The screenshot displays the SAP 'Payroll Results' interface. At the top, it says 'Payroll Results' and 'BEACON North Carolina Office of the State Controller'. The main window title is 'Display payroll results'. Below this, there is a 'Selection' section with a 'Personnel number' field containing 'all results from'. A table titled 'Personnel numbers selected' lists three employees: Kathv Mardick (930000512), Richard Wells (90000038), and Robert C Daly (98271412). The 'Richard Wells' row is highlighted. To the right, a table titled 'Payroll Results Richard Wells / USA' shows payroll data for various periods. The table has columns for 'C', 'Pmt date', 'R', 'For-Peri', 'In-Period', 'StartFP', 'EndFP', 'OC...', 'OC...', 'P', 'P', 'O', 'P', 'O', 'P', 'P', 'En'. The data rows show payroll periods from 03/30/2007 to 05/31/2007.

C	Pmt date	R	For-Peri	In-Period	StartFP	EndFP	OC...	OC...	P	P	O	P	O	P	P	En
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31/2007			01	01						03
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31/2007			01	01						04
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30/2007			01	01						04
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31/2007			01	01						05
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30/2007			01	01						06
A	03/30/2007		03.2007	07.2007	03/01/2007	03/31/2007			01	01						07
A	04/30/2007		04.2007	07.2007	04/01/2007	04/30/2007			01	01						07
A	05/31/2007		05.2007	07.2007	05/01/2007	05/31/2007			01	01						07

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**Notes:**

*Payroll Results - PC\_PAYRESULT*

This is a technical report that displays what payroll was processed. This report can be used to display payroll results for one or more employees.

The payroll results initial screen is divided into two task pane windows. The left pane displays the selected personnel numbers and employee's name. The right pane displays the different payroll results. The most current payroll period will be highlighted.

You can view results on each employee by selecting that employee.

## Payroll Results



- The symbol in the Results column shows if there are results for the selected period.
  - Results exist (green filled square)
  - No results exist (red filled circle)
  - You have no authorization to display the results (grey filled diamond)

**Display payroll results**

Selection

Personnel number

all results from

Personnel numbers selected Payroll Results Richard Wells / USA

Re	Pers.No.	Name	C	Pmt date	R	For-Peri	In-Period	StartFP	EndFP	OC	OC	P	P	O	P	O	P	P	En
	33000512	Kathy Mardick	O	03/30/2007		03.2007	03.2007	03/01/2007	03/31/2007			01	01						03
	30000038	Richard Wells	P	03/30/2007		03.2007	04.2007	03/01/2007	03/31/2007			01	01						04
	8271412	Robert C. Daly	P	04/30/2007		04.2007	04.2007	04/01/2007	04/30/2007			01	01						04
			P	05/31/2007		05.2007	05.2007	05/01/2007	05/31/2007			01	01						05
			P	06/29/2007		06.2007	06.2007	06/01/2007	06/30/2007			01	01						06

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### Notes:

When toggling between employees, be sure to verify the employee name on the left task pane to ensure you are viewing the correct employee's pay results.

**Payroll Results**

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Personnel number Edit Goto Tables System Help

Display payroll results

Selection  
Personnel number  
all results from

Personnel numbers selected

Re.	Pers.No.	Name
	93000512	Kathy Mardick
	90000038	Richard Wells
	98271412	Robert C. Daly

Payroll Results Richard Wells / USA

Cl	Pmt date	R	For-Peri	In-Period	StartFP	EndFP
O	3/30/2007		03.2007	03.2007	03/01/2007	03/31
P	3/30/2007		03.2007	04.2007	03/01/2007	03/31
P	4/30/2007		04.2007	04.2007	04/01/2007	04/30
P	5/31/2007		05.2007	05.2007	05/01/2007	05/31
P	6/29/2007		06.2007	06.2007	06/01/2007	06/30
A	3/30/2007		03.2007	07.2007	03/01/2007	03/31
A	4/30/2007		04.2007	07.2007	04/01/2007	04/30
A	5/31/2007		05.2007	07.2007	05/01/2007	05/31

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**Notes:**

Click on employee name listed on left to view a list of payroll results on the right. Each payroll result presented on the right is coded with a status that indicates whether the payroll record is old or current.

Status Indicators:

- A – Used for a payroll result generated by the last payroll run. The result is current (actual result of current payroll).
- P - Used when a payroll result has been replaced by a new record during a retroactive accounting run. It then becomes the predecessor of the current record (prior or previous result).
- O – Used when it has been replaced by at least two retroactive accounting runs; that is, the record is no longer current, nor is it the predecessor of the current record (old result).

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## Payroll Results

Personnel number   Edit   Goto   Tables   System   Help

Display payroll results

Selection

Personnel number   

all results from

Personnel numbers selected

Re	Pers.No.	Name
<input type="checkbox"/>	93000512	Kathy Mardick
<input checked="" type="checkbox"/>	90000038	Richard Wells
<input type="checkbox"/>	98271412	Robert C. Daly

Payroll Results Richard Wells / USA

C	Pmnt date	R	For-Peri.	In-Period	StartFP	EndFP
O	03/30/2007		03.2007	03.2007	03/01/2007	03/31
P	03/30/2007		03.2007	04.2007	03/01/2007	03/31
P	04/30/2007		04.2007	04.2007	04/01/2007	04/30
P	05/31/2007		05.2007	05.2007	05/01/2007	05/31
P	06/29/2007		06.2007	06.2007	06/01/2007	06/30
A	03/30/2007		03.2007	07.2007	03/01/2007	03/31
A	04/30/2007		04.2007	07.2007	04/01/2007	04/30
A	05/31/2007		05.2007	07.2007	05/01/2007	05/31

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When different dates exist for the for-period and in-period fields, a retro-calculation has occurred. A retro-calculation indicates that a change has occurred in a pay period in which a previous result already existed.

**Notes:**

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## Payroll Results

Personnel number Edit Goto Tables System Help

Display payroll results

Selection  
Personnel number   
all results from

Personnel numbers selected

Re	Pers.No.	Name
<input type="checkbox"/>	93000512	Kathy Mardick
<input checked="" type="checkbox"/>	90000038	Richard Wells
<input checked="" type="checkbox"/>	98271412	Robert C Daly

Payroll Results Richard Wells / U

C	Pmt date	R	For-Peri	In-P	Name	Nu.
O	03/30/2007		03.2007	03.2	WPBP Work Center/Basic Pay	1
P	03/30/2007		03.2007	04.2	RT Results Table	18
P	04/30/2007		04.2007	04.2	RT_ Results Table (Collapsed Display)	18
P	05/31/2007		05.2007	05.2	CRT Cumulative Results Table	208
P	06/29/2007		06.2007	06.2	CO Cost Distribution	1
A	03/30/2007		03.2007	07.2	VO Variable Assignment	5
A	04/30/2007		04.2007	07.2	ARRRS Arrears	4
A	05/31/2007		05.2007	07.2	DDNTK Deductions not taken	4
					VERSION Information on Creation	1
					PCL2 Update information PCL2	1
					VERSC Payroll Status Information	1
					TAX Employee tax details	2
					TAVR Residence and unemployment tax details	4
					TAXPR Tax proration table	1
					TCRT Cumulative tax results	405
					NAME Name of Employee	1
					ADR Address	1
					PERM Personal Characteristics	1
					MODIF Modifiers	1

Double click the payment date to view the payroll tables related to that payment date.

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**Notes:**

Several payroll tables could exist for a payroll result. The common tables that will be discussed in this class are:

- WPBP – Work Center/Basic Pay
- RT – Results Table or RT\_ - Results Table (Collapsed Display)
- ARRRS – Arrears
- DDNTK – Deductions Not Taken

**Payroll Results**


Table WPBP – Work Center/Basic Pay

SAP
List Edit Goto System Help

Tables / field strings of payroll result

**Payroll Results**

Personnel No. 93000512 Kathy Mardick - USA

Seq. number 00067 - accounted on 06/26/2007 - current result

For-Period 06.2007 (06/01/2007 - 06/30/2007)

In-Period 07.2007 (Fin.: 07/31/2007)

**Table WPBP - Work Center/Basic Pay**

No	Start	End	Action	Action Text	ActRsn	Cust.	Emp1.	SPay.	Active	CoCd	PArea		
PersSubAr	PcostCenter	EEGrp	EESubGrp	GrpCalcRule	Position	BusArea	OrgKey	EmplCont.	OrgUnit	Job			
StatTime	PWSRule	EMPr	CDays	WDays	Whrs	CD1W	WD1W	WH1W	WkHrs	CapLev	PSArea	PSGroup	
PSLevel	CostDist	DynDWS	WkHrs	WkDays	Funds Ctr	Fund	Func. Area	Grant	Segmen				
01	06/01/2007	06/30/2007	Z3	Leave of Absence (NC)			09		3	1	X	NC01	1801
NC01	1800000000	A	B1	3	59900929	1800	18011851000000	TC	19900900	30002163			
1	001N06GN	100.00	30.00	21.00	168.00	30.00	21.00	168.00	173.33	100.00	01	01	6R68
GR	X		8.00	0.00			181210001	6000000000000001					

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**Notes:**

This table is created due to the following infotypes:

- 0001 – Organization Assignment
- 0007 – Work Schedule
- 0008 – Basic Pay (Earnings)

173.33 = Target Hours  
 (2080 / 12 = Average Monthly Hours Worked)

**Planned Hours**

- CDays = Calendar Days
- WDays = Work Days
- WHrs = Work Hours

**Actually Worked**

- CD1W = Calendar Days
- WD1W = Work Days
- WH1W = Work Hours

Payroll Results



Table RT – Results Table

The screenshot shows the SAP 'Tables / field strings of payroll result' window. It displays payroll results for Personnel No. 93000512 (Kathy Hardick - USA) for the period 06/2007 to 06/30/2007. The 'Table RT - Results Table' is highlighted, showing a list of wage types and their corresponding amounts.

PCRFGR	Wage	Salary type	Rate	WC	C1	C2	C3	Assign	K11Pa	CA	BT	Abt	Amount
Var	ss	un	Un 1										
*	/100	ER	benefit contributions										60.50
*	/500	Tax	base wage										3,514.61
*	/700	RE	plus ER shares										60.50
*	/X02	Outflow	(/102)										9.52
*	/Z06	Outflow	(/196)										53.36-
*	/Z02	Inflow	(/102)										9.52
*	/Z06	Inflow	(/196)										53.36-
B	4025	Tricare	ER					01					60.50
B	5025	Tricare	Provider					01					160.50
B	5125	Flex Life	Ins Provider					01					9.70
B	5130	Flex Cancer	Ins Provider					01					11.26
B	0005	4025 -	Tricare ER					01					60.50
3	/001	Valuation	basis 1					01					19.97
3	/002	Valuation	basis 2					01					19.97

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**Notes:**

The Results table is where the final payroll results are stored. This table represents technical wage types that are generated during the payroll process.

The RT (Results table) has two different views: expanded and collapsed. They both have the same data but with a different view of displaying the data.

This table will list all of the various technical wage types used to process payroll with amounts.

Wage type /101 represents Gross Pay, 1000 – Regular Pay, 1100 – Salaried/Hourly Pay, 1200 – Regular Hours, /559 - Net Pay

## Payroll Results



Table ARRRS - Arrears

List Edit Data System Help
SAP

Tables / field strings of payroll result

Payroll Results

Personnel No. 03000512 Kathy Mardick - USA

Seq. number 00007 - accounted on 06/29/2007 - current result

Pay-Period 06/2007 (06/01/2007 - 06/30/2007)

In-Period 07/2007 (Fin.: 07/31/2007)

Table ARRRS - Arrears									
MType	WType	Amount	VT	VN	PAPMS	Check date	PAYPER	PAYEAR	
3025	Tricare PT	100.00	E	02	01	06/29/2007	06	2007	
3125	NC Flex Life Ins PT	9.70	E	03	01	06/29/2007	06	2007	
3130	NC Flex Cancer PT	11.28	E	01	01	06/29/2007	06	2007	
3257	*JJDP-403b Jefferson P11	1,000.00	E	04	01	06/29/2007	06	2007	

PC\_PAYRESULT
beta012
INS

**Notes:**

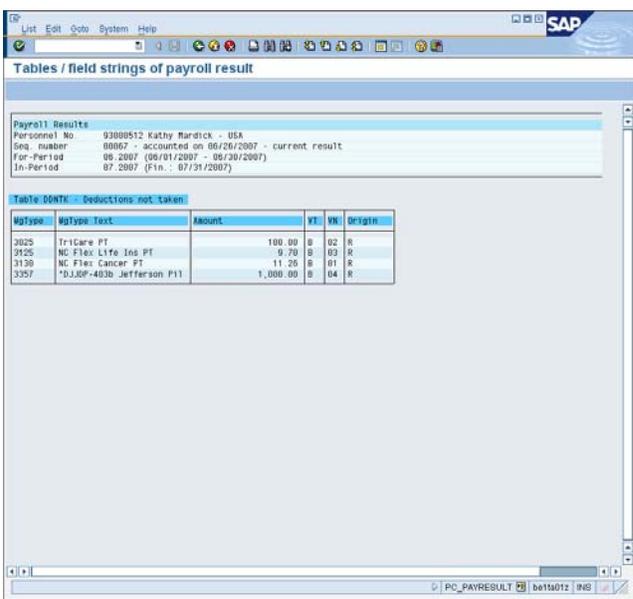
The ARRRS Table, also known as the arrears table, contains the deductions that are carried over to the next payroll period. When circumstances arise and there is insufficient net pay to deduct all the mandatory and voluntary payroll deductions, the system will determine how to handle deductions based upon configuration. If a deduction is marked for arrears, the non-deducted amount of the wage type will be stored in the ARRRS table and recovered in the next payroll cycle if possible.

Currently arrears processing is only used for the State Health Plan.

## Payroll Result



Table DDNTK – Deductions Not Taken



The screenshot shows the SAP Payroll Results interface. The main table is titled 'Table DDNTK - Deductions not taken'. It contains the following data:

#Type	#Type Text	Amount	VT	WK	Origin
3025	Tricare PT	100.00	B	02	R
3125	NC Flex: Life Ins PT	9.70	B	03	R
3130	NC Flex: Cancer PT	11.25	B	01	R
3257	*DJJOP-403b Jefferson P11	1,000.00	B	04	R

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**Notes:**

The DDNTK table, also known as the Deductions Not Taken table, contains the deductions not taken during the current payroll.

For regular deductions that do not display in the ARRRS (Arrears) table but display in the DDNTK (Deductions Not Taken) table, the employee should contact the provider directly to submit missed payments.

## Instructor Demonstration # 4.1



- Display Payroll Results – PC\_PAYRESULT
  - Use PC\_PAYRESULT to display payroll results for Kathy Mardick, Robert Wells, and Robert Daly.



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### Notes:

1. Type PC\_PAYRESULT in the command field.
2. Select the Personnel # Multiple Selection button.
3. In the first Single Selection field, click on the Match Code button.
4. Search for the Mardick\* by clicking on the Start Search button.
5. Select Kathy Mardick from the list and select the copy button.
6. In the second Single Selection field, click on the Match Code button.
7. Search for Last Name Wells\*, First Name Robert\* by clicking on the Start Search button.
8. Select Robert Wells from the list and select the copy button.
9. In the third Single Selection field, click on the Match Code button.
10. Search for Daly\* by clicking on the Start Search button.
11. Select Robert Daly employee #70163260 from the list and select the copy button.
12. Press the EXECUTE button to populate the Personnel Selected field with the three employees names and numbers.
13. Select Kathy Mardick from the list on the left side of the screen. Kathy's Payroll Results information will display on the right.
14. Select the row (Pmt date 01/31/07) and click on the Display Overview button.
15. Select the WPBP Table row and click on the Display Contents button.
16. Press the back arrow to go back one screen.
17. Select the RT Table row and click on the Display Contents button.
18. Press the back arrow to go back one screen.

## Exercise # 4.1



- Display Payroll Results – PC\_PAYRESULT

In this scenario, assume you need to display payroll results for Kathy Mardick, Robert Wells, and Robert Daly.



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### Notes:

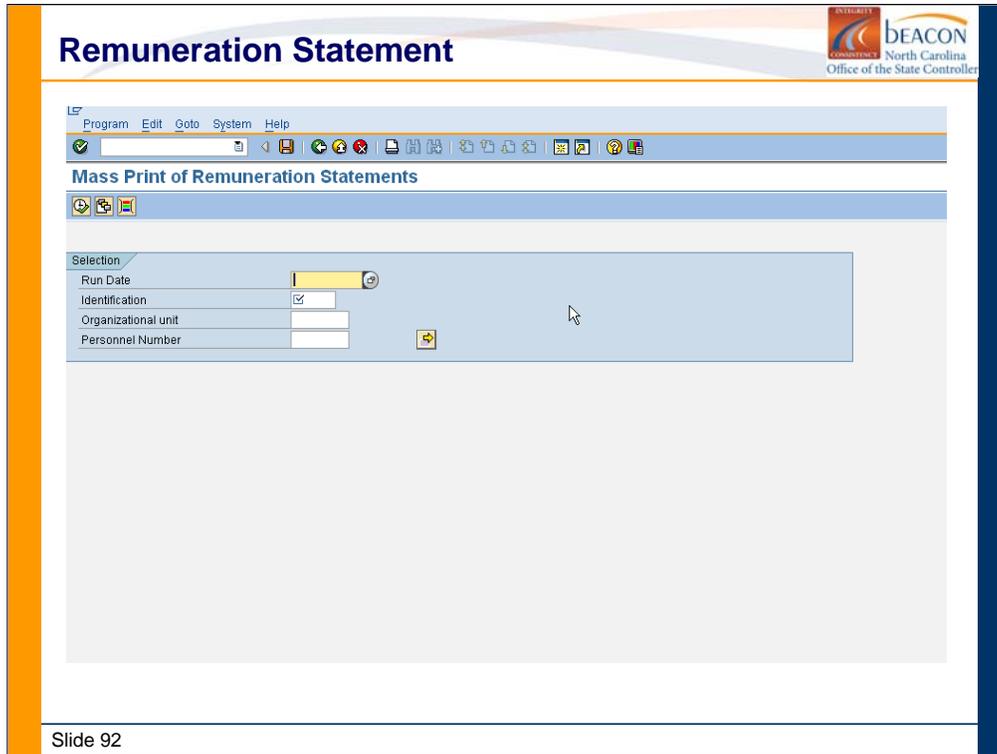
#### **Exercise 4.1: Payroll Results – PC\_PAYRESULT**

**Scenario:** You need to view the pay results for Kathy Mardick, Robert Wells, and Robert Daly and answer the following questions below.

**Work Instruction:** Payroll Results – PC\_PAYRESULT

#### **Questions/Results:**

1. Which employee does not have any payroll results?  
\_\_\_\_\_
  
2. Display Kathy Mardick's actual 01 pay period 01/31/2007 RT table. How much was her total gross wages?  
\_\_\_\_\_



## Notes:

ZPYR001 Mass printing

1. Select the run date from the drop down.
2. The ID field will default from the run date selected.
3. Select your org unit and personnel number ranges.
4. Save this as a variant.

The screenshot shows the SAP Off-Cycle Workbench interface. At the top, the title 'Off Cycle Workbench' is displayed. The user 'John Wilson' is logged in, and the personnel number '93000504' is entered. The 'History' tab is selected, showing a table of payroll history. The table has columns for Print date, Re., Re., Inf., PM, Payment number, Reason, and Amount. The data shows various payroll entries from 2007, including payments (P) and cancellations (C). Buttons for 'Rem. statement' and 'Print list' are visible at the bottom of the table.

Print date	Re.	Re.	Inf.	PM	Payment number	Reason	Amount
07/13/2007				P	9300050400060001		649.71
06/29/2007				C			344.18
06/15/2007				C			773.77
06/01/2007				C			624.71
05/18/2007				C			737.80
05/04/2007				C			624.71
04/20/2007				C			703.79
04/05/2007				C	0000000500300		342.20
03/23/2007				P	9300050400016001		615.78
03/09/2007				P	9300050400011001		564.02
02/23/2007				P	9300050400010001		624.71

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**Notes:**

The *History* tab page in the Off-Cycle Workbench displays an extract from the payroll cluster containing the most important information on the employee's payroll results.

Payments that you have replaced with a check and payroll results that you have reversed are indicated.

To see more detailed information, you can display the rem statement for each payroll result by highlighting an individual row and clicking the Rem statement button.

For payments, you can display the following information:

- Check number, house bank and company account
- In the case of replaced payments - which payment was replaced by which check
- In the case of reversed payroll results - the reason for reversal and the administrator who carried out the reversal

## Instructor Demonstration # 4.2



- Off-Cycle Workbench – History - PUOC\_10
  - Garry Marshall has called regarding several pay statements he doesn't understand.



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### Notes:

1. Type PUOC\_10 in the Command field.
2. Search for Garry Marshall using the matchcode and click the copy button. Press ENTER to populate the Work Bench Header with Gary's information.
3. Select the row with Garry's 01/31/2007 pay statement information.
4. Click on the Rem. Statement button. Garry's payment statement will display.
5. Click on the back arrow.
6. Click on the Print List button. The Payroll History screen will display.
7. Click on the back arrow.

**Exercise # 4.2**

• Off-Cycle Workbench – History – PUOC\_10  
• PUOC\_10

Garry Marshall has called regarding several pay statements he doesn't understand.



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**Notes:**

**Exercise 4.2: Off-Cycle Workbench – History – PUOC\_10**

**Scenario:** Garry Marshall has called regarding several pay statements he doesn't understand.

**Work Instruction:** Off-Cycle Workbench - History

**Questions/Results:**

Display Garry's 01/31/2007 pay statement.

1. What is the net pay on this statement? \_\_\_\_\_
2. What is the total deductions? \_\_\_\_\_
3. Using the print list feature what payroll period does the 01/31/2007 cover? \_\_\_\_\_

How was he paid, direct deposit or check?  
\_\_\_\_\_

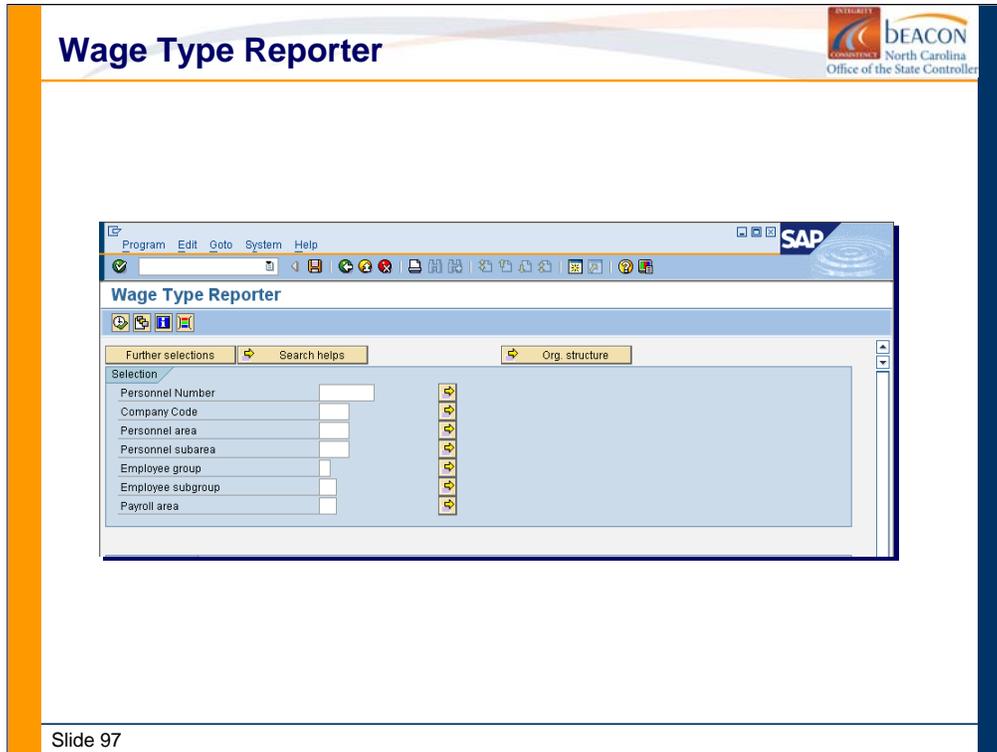
## Wage Type Reporter

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### Notes:

The wage type reporter tool is a flexible tool for wage type calculation. You can display wage types for a specific period with in-period and for-period views. The evaluation can be formatted using the list viewer and exported to an Excel file.

- Use Wage Type Reporter to evaluate wage types from payroll results for a selected period
- Also evaluates basic enterprise and employee master data
- Can compare previous periods and output differences
- Limitations
  - Cannot output most master data on an employee
  - Cannot output YTD totals
  - Cannot output tax totals

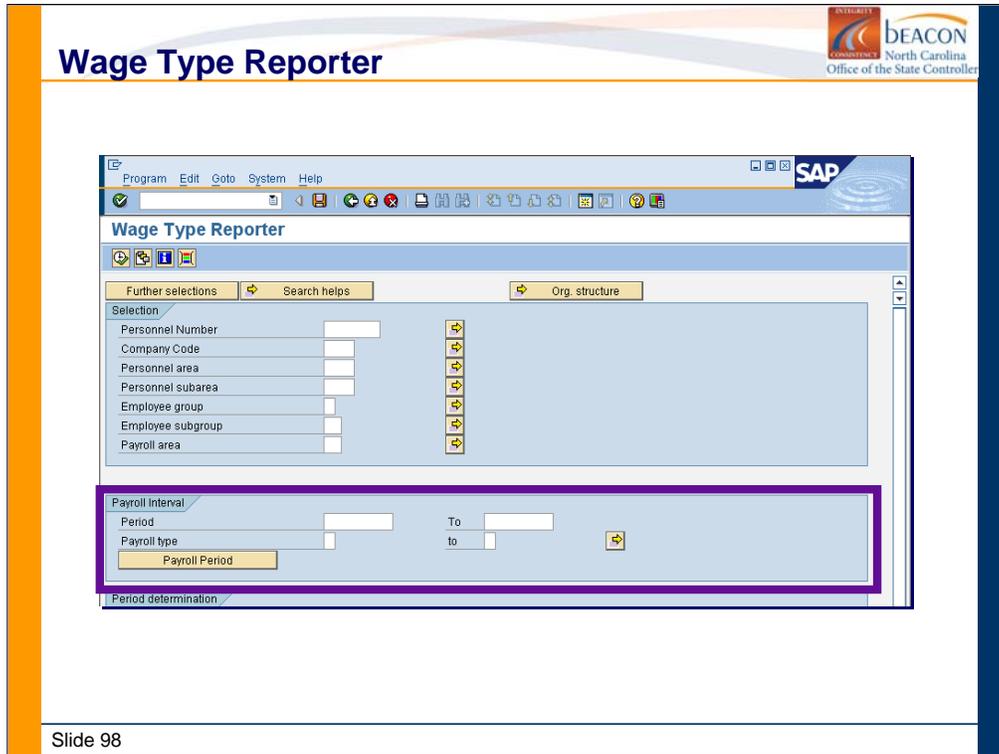


## Notes:

The standard selection fields for this report are in the Selection group. You must complete at least one selection area in order for this report to run successfully.

This evaluation report can be executed for the following:

- A single employee
- A group of employees
- Agency (Personnel area)
- For a selected period
- For a specific payroll run (i.e. regular, off-cycle)
- Compare a regular payroll run with another payroll run
- Overview of wage types for an in-period view or a for-period view
- Read and evaluate archived payroll results



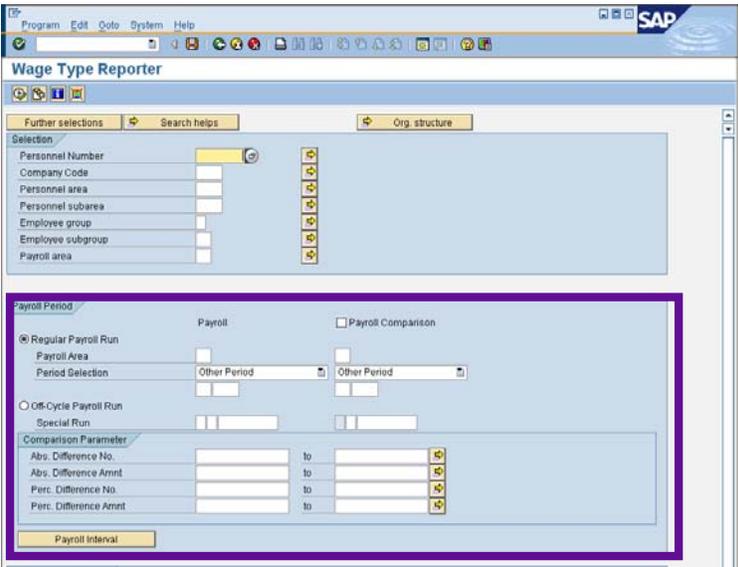
**Notes:**

Choose the date range using payroll period(s) for desired results. You may choose to enter a payroll type to run. For a regular payroll run, leave blank. For off-cycle payroll run, enter A for Bonus payment, B for Correction run, or C for Manual Check.

By using the Payroll Period button, you can enter a specific payroll period to view. You must enter the payroll period number and year. You can also choose an Off-cycle payroll by filling in the required criteria.

## Wage Type Reporter



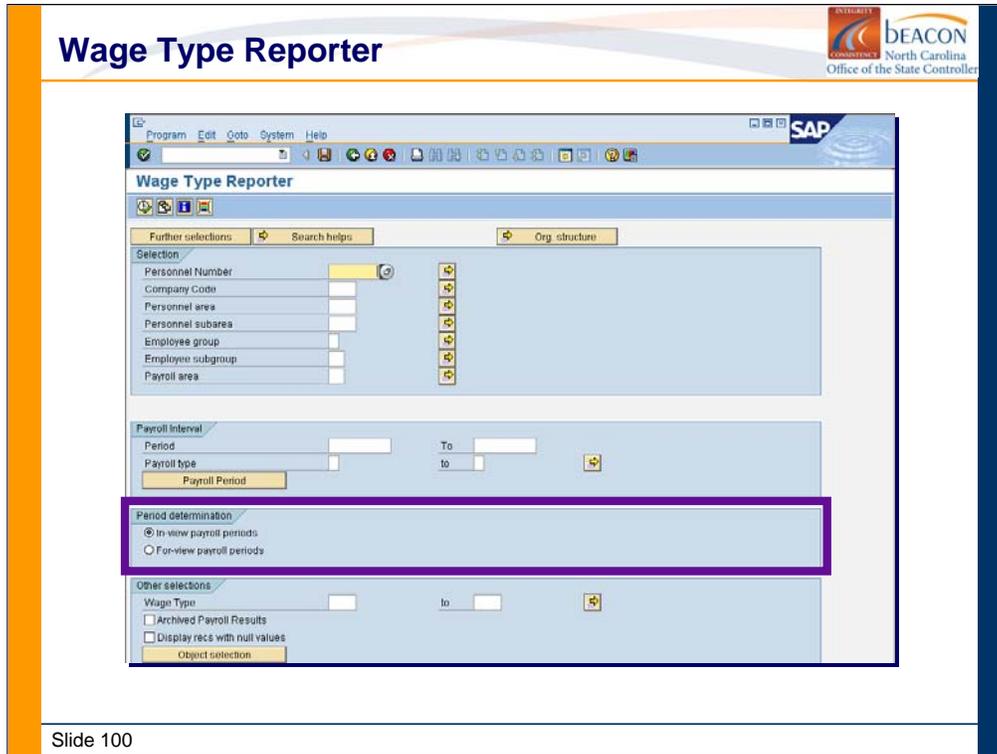


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**Notes:**

If you choose to run the report by a regular Payroll run, you must enter the Payroll Area, payroll period and year. You can also compare one pay period to another pay period by selecting the comparison payroll checkbox and filling in the Payroll Area, Payroll Period and year as well.

If you desire to run the report to capture an off-cycle payroll, you must select the Off-Cycle Payroll Run. In the Special Run field, you must type the payroll type and the payment date of the off-cycle payroll.



**Notes:**

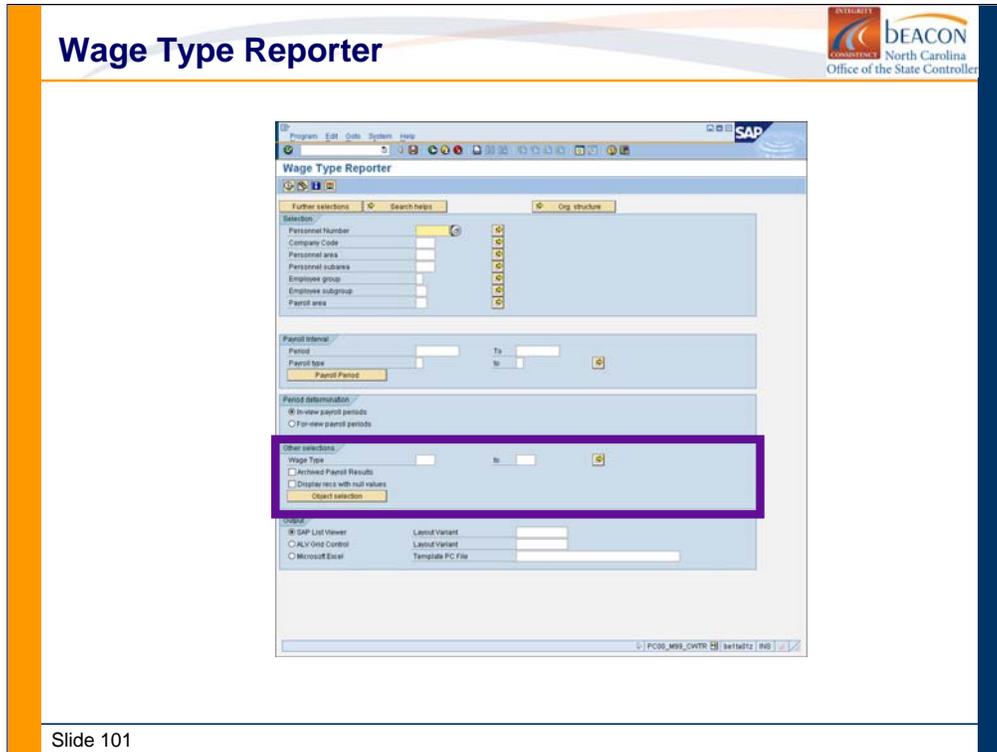
This section will be relevant to the dates that you have selected in the Payroll interval fields.

**In-view payroll periods:** Payroll period (i.e. start and end date of a period) *in* which a payroll result is created

**For-view payroll periods:** Payroll period (i.e. start and end date of a period) *for* which a payroll result is created

Example:

If you have selected a payroll interval of 01/01/2007 – 03/31/2007, the system will display all payroll results created **IN** this period, according to the payroll type you specified. A payroll run **IN** February 2007 **FOR** December 2006 would be included in the example, however, a payroll run **IN** May 2007 **FOR** February 2007 would not.



## Notes:

You must specify a wage type in order to run this report.

If you desire to run more than one wage type, you can select the multiple selection icon and list the different wage types.

You can choose the Object selection button to specify which columns should display in the output list and which objects should be hidden.

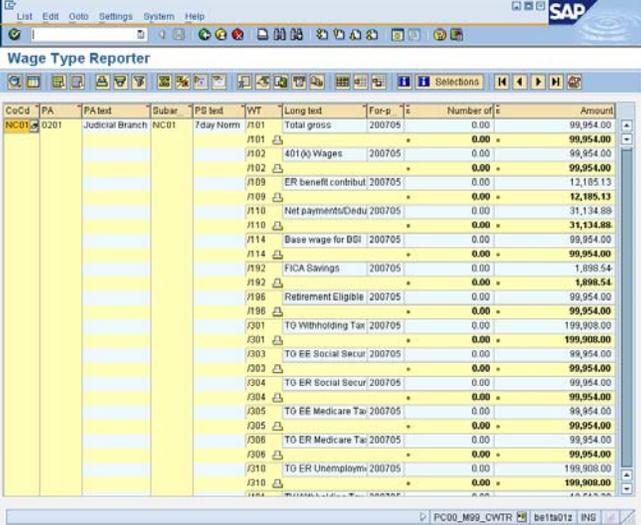
Common wage types are:

- /101 – Gross Pay
- 1000 – Regular Pay
- 1100 – Salaried/Hourly Pay
- 1200 – Regular Hours

**Note:** When choosing the Personnel number field, the employee's name and personnel number will be displayed on the report.

## Wage Type Reporter





CoCd	PA	PA text	Subar	Sub text	WT	Long text	For-p	Number of	Amount
NC01	0201	Judicial Branch	NC01	7day Norm	J101	Total gross	200705	0.00	99,954.00
					J101			0.00	99,954.00
					J102	401 (K) Wages	200705	0.00	99,954.00
					J102			0.00	99,954.00
					J109	ER benefit contrib	200705	0.00	12,185.13
					J109			0.00	12,185.13
					J110	Net payments/Dedu	200705	0.00	31,134.89
					J110			0.00	31,134.88
					J114	Base wage for BDI	200705	0.00	99,954.00
					J114			0.00	99,954.00
					J192	FICA Savings	200705	0.00	1,898.54
					J192			0.00	1,898.54
					J196	Retirement Eligible	200705	0.00	99,954.00
					J196			0.00	99,954.00
					J301	TO Withholding Tax	200705	0.00	199,908.00
					J301			0.00	199,908.00
					J303	TO EE Social Secur	200705	0.00	99,954.00
					J303			0.00	99,954.00
					J304	TO ER Social Secur	200705	0.00	99,954.00
					J304			0.00	99,954.00
					J305	TO EE Medicare Tax	200705	0.00	99,954.00
					J305			0.00	99,954.00
					J306	TO ER Medicare Tax	200705	0.00	99,954.00
					J306			0.00	99,954.00
					J310	TO ER Unemploym	200705	0.00	199,908.00
					J310			0.00	199,908.00

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### Notes:

This report allows for the following outputs:

The SAP List Viewer enables:

- The use of pre-defined SAP standard and custom created display variants
- Sorting of data
- Filtering of data
- Totals and subtotals

The ALV Grid Control enables:

- use of predefined SAP standard layouts
- creation of layouts
- carry out sorts
- sorting column value lines in ascending or descending order
- setting filters
- displaying lines that fulfill certain criteria
- creation of totals and subtotals

Using the Microsoft Excel output will download the onscreen view of information to an Excel Spreadsheet.

**Wage Type Reporter**

BEACON  
North Carolina  
Office of the State Controller

Sorting      Layout

List Edit Goto Settings System Help      SAP

Wage Type Reporter

CoCd	PA	PA text	Subar...	PS text	WT	Long text	For-p...	Number of	Amount
NC01	0201	Judicial Branch	NC01	7 day Norm	/101	Total gross	200705	0.00	99,954.00
					/101			0.00	99,954.00
					/102	401(k) Wages	200705	0.00	99,954.00
					/102			0.00	99,954.00
					/109	ER benefit contribut	200705	0.00	12,185.13
					/109			0.00	12,185.13
					/110	Net payments/Dedu	200705	0.00	31,134.88
					/110			0.00	31,134.88
					/114	Base wage for BSI	200705	0.00	99,954.00
					/114			0.00	99,954.00

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**Notes:**

The report is now displayed for viewing, printing, or downloading. You can hide some of the columns by clicking on the Change layout icon.

You can select as many options as you desire to hide. The columns listed in the Hidden fields table will not be displayed in your report. You can save this display layout to be recalled each time you run this report. This will eliminate you having to hide columns each time you run this report.

The report displayed above was created using the custom variant, HR\_CH: Wage Type Capitation Variant. Using this variant will automatically create totals and subtotals. If your report is similar to the view above, the variant wasn't used.

## Instructor Demonstration # 4.3



- Wage Type Reporter – S\_PH9\_46000172
  - Run the Wage Type Reporter to answer agency specific questions.



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### Notes:

1. Be sure to use variant explaining the variant is sorting and grouping report information as well as totaling and subtotaling data.
2. Type S\_PH9\_46000172 in the command field.
3. Click on the Get Variant button.
4. Select variant: HR\_CH:Wage Type Capitulation.
5. Personnel Area field: 1801 - Juvenile Justice Delinquency.
6. Payroll Area: 01 (Monthly) (Note: Type 01 in the Payroll Period portion of the screen).
7. Period Selection: Select Other Period, Type 01 2007 in the Payroll Period and Payroll Year fields.
8. Click on the Execute button to run the report.

**Note:** If time permits, it might be helpful to demo this report with and without choosing the variant.

**Exercise # 4.3**



- Wage Type Reporter – S\_PH9\_46000172

In this scenario, assume you want need to run wage type reporter to answer agency specific questions.



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**Notes:**

**Exercise 4.3: Wage Type Reporter – S\_PH9\_46000172**

**Scenario:** Run the Wage Type Reporter using the HR\_CH: Wage Type Capitulation Variant, Personnel Area 1801, Payroll Area 01, and Pay Period 01 2007.

**Work Instruction:** Wage Type Reporter – S\_PH9\_46000172

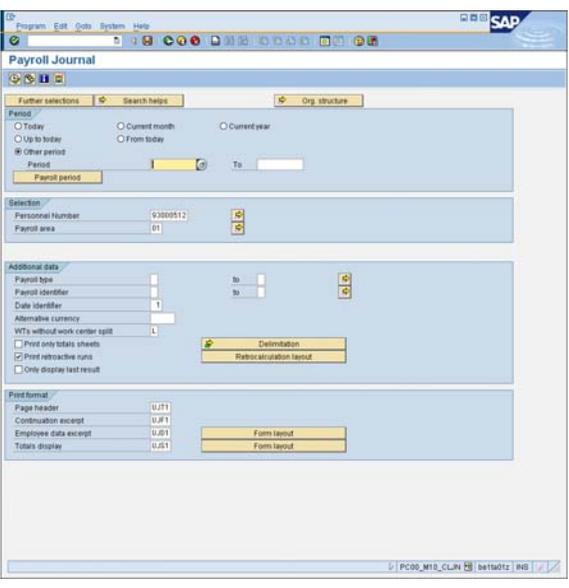
**Questions:**

1. What is the total wage type calculation for the Juvenile Justice Delinquency (PA 1801)?  
\_\_\_\_\_

2. What is the total amount of wage type 1000 (Regular Salary), personnel subarea NC01(7 day Norm)?  
\_\_\_\_\_

Payroll Journal





The screenshot shows the SAP Payroll Journal interface. It includes sections for 'Period' (Today, Up to today, Other period, Current month, From today, Current year), 'Selection' (Personnel number: 92000512, Payroll area: 01), 'Additional data' (Payroll type, Payroll identifier, Date identifier, Alternative currency, NTA without work center split, Print only totals sheets, Print retroactive runs, Only display last result), and 'Print format' (Page header: U, J11; Continuation except: U, J11; Employee data except: U, J01; Totals display: U, J01). There are also buttons for 'Delimitation' and 'Recalculation layout'.

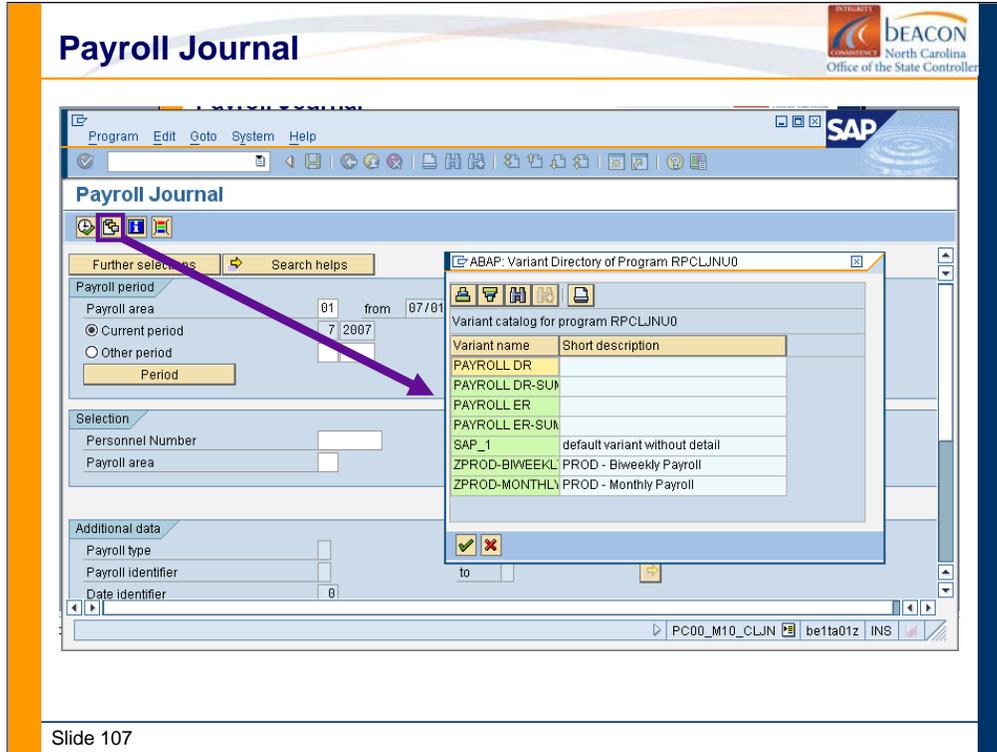
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**Notes:**

The payroll journal contains detailed, selected payroll date for several employees for whom payroll has been run in a particular time interval or a selected payroll period.

You can use the payroll journal to:

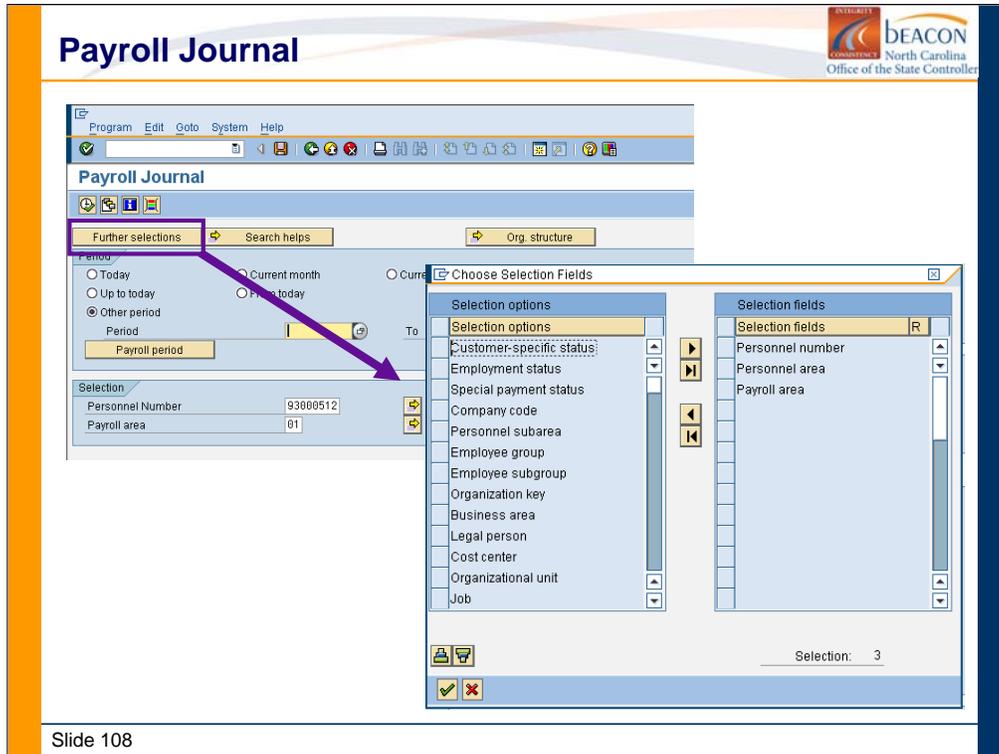
- Identify errors that have occurred during the payroll run.
- Cumulate payroll data belonging to an organizational unit.
- Track the development of data over several payroll periods.
- Have an additional, detailed control medium for revisions.



## Notes:

For this report, two custom variants have been created.

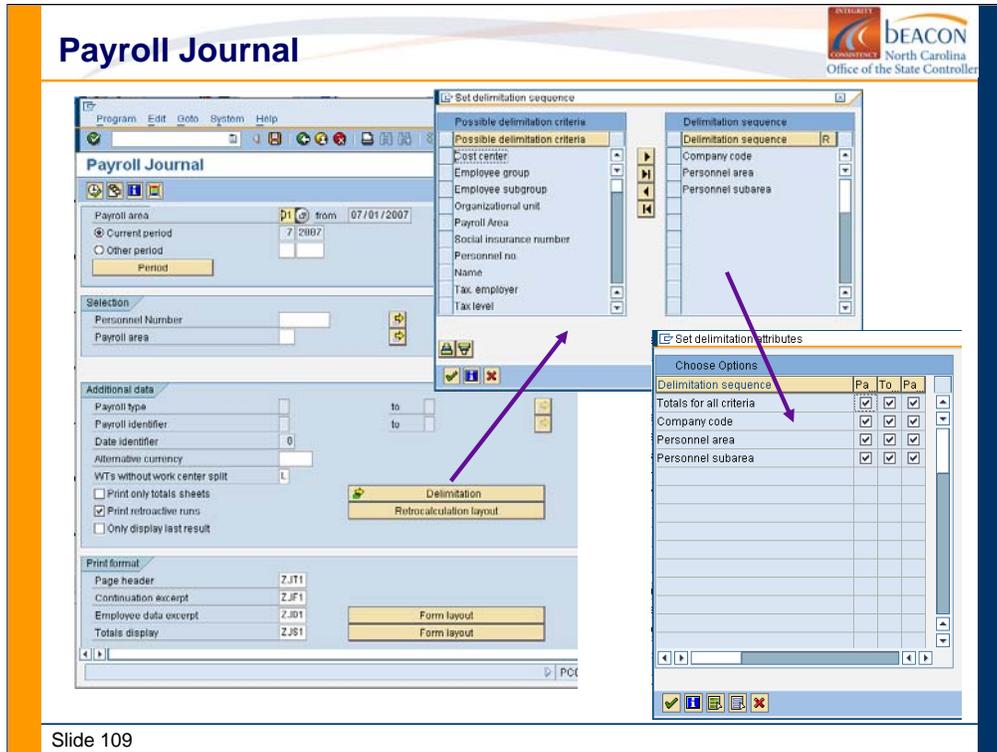
- ZPROD-BIWEEKLY - Used to display Biweekly payroll
- ZPROD-MONTHLY – Used to display Monthly payroll



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**Notes:**

When executing the payroll journal you can choose to execute this report for any existing payroll period in SAP. Using the *Further Selections* button to narrow your selection criteria.



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**Notes:**

If you only want to print totals, be sure to check the box for *Print only totals sheets*.

To determine how to delimit or categorize the totals, choose *Delimitation*. You must choose the *Delimitation Sequence* (order), then choose which fields you want to display subtotals and totals.

Payroll Journal



Upon report execution, the report displays each employee's earnings and deductions for the chosen pay period.

Payroll Journal										
Company Code: NC01 Cost Center: * PPEnd: 07/31/2007 PPBegin: 07/01/2007 Check Date: 07/31/2007 Page										
OrgUnit: 00000000 Personnel Area: 0201 Personnel Subarea: NC01 Payroll Area: *										
Employee #: 95301200 CostCenter: 02000000 ForPerio										
Name: Victor INT43-0201-NC01-J- PayRate: NetPay: 1,451.40 GrossPay: 3,436.50 EE Tax:										
Fed Tax M/S: Single Exception: 00 ER Tax:										
Earnings		Amount	Tax	Earnings		Amount	Deductions			Amount
/101 TotGross		3,436.50		Total Tax EE		592.57	/110 Pay/Ded			1,392.53-
SLRY RegSalry		3,277.00		FED			3025 TrICPref			100.00-
1325 PdHollida		158.84		W/H EE		2,043.97	3100 PacDen			115.22-
				OASDI EE		190.64	3115 ADDPreTx			2.00-
				MedcarEE		3,074.92	3125 FlxLPfe			10.30-
				NC			3130 FlxCPre			26.00-
				W/H EE		2,043.97	3140 FlxCPre			100.00-
							3200 TSEEE			1,030.95-
Employee #: 95301253 CostCenter: 02000000 ForPerio										
Name: Patty INT40-0201-NC01-J-U PayRate: NetPay: 1,131.53 GrossPay: 2,200.58 EE Tax:										
Fed Tax M/S: Single Exception: 00 ER Tax:										
Earnings		Amount	Tax	Earnings		Amount	Deductions			Amount
/101 TotGross		2,200.50		Total Tax EE		412.04	/110 Pay/Ded			656.21-
SLRY RegSalry		2,090.00		FED			3005 PP0Pre			9.00
1325 PdHollida		101.60		W/H EE		1,544.37	3100 PacDen			17.84-
				OASDI EE		2,162.56	3115 ADDPreTx			8.00-
				MedcarEE		2,162.56	3125 FlxLPfe			5.40-

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Notes:

# PY300 - Payroll for Agencies

**Payroll Journal**

Company Code: NC01 Cost Center: \* PPBegin: 07/01/2007 PPEnd: 07/31/2007 Check Date: 07/31/2007 Page: 76  
 OrgUnit: 00000000 Personnel Area: 8701 Personnel Subarea: \* Payroll Area: \* Period: 07/2007

Sum of the structure

Earnings	Amount	Tax	Earnings	Amount	Deductions	Amount	NetPay
/101 TotGross	23,987.00	Total Tax EE	6,702.70	/110 Pay/Ded	3,581.71	13,702.59	
SLRY RegSalry	22,879.68	FED		3000 SHPPre	0.00		
1325 PdHollida	1,107.32	W/H EE	20,405.29	3005 PP0Pre	39.54		
		OASDI EE	23,922.76	3025 Tr1CPreT	0.00		
		MedcarEE	23,922.76	3115 ADDPreTx	22.00		
		NC		3125 FlxLPPre	2.70		
		W/H EE	20,405.29	3200 TSERSEE	152.30		
			1,305.00	3215 DRPEE	865.17		
				3300 401kPreT	200.00		
				3310 457PreTx	200.00		
				3359 TrcF403b	2,500.00		
				3360 Va1403b	300.00		
				3361 VInv403	1,800.00		

PC00\_M10\_CLIN be1ta01z INS

The above yellow shaded area is subtotaled for Company Code NC01, Personnel Area 8701 for Payroll Period 07 2007.

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## Notes:

When the scrolling the report, yellow portions represent subtotals or page totals. To determine what is being totaled, examine the blue shaded area.

## Instructor Demonstration # 4.4



- Payroll Journal – PC00\_M10\_CLJN
  - Payroll has been run. You need to run a payroll journal to verify totals and subtotals .
  - INFORMATION (most often obtained):
    - Personnel No
    - Personnel Subarea
    - Personnel Area
    - Payroll Area



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### Notes:

1. Type PC00\_M10\_CLJN in the Command field.
2. Click on the Get Variant button. The Find Variant window will display.
3. Remove your name (student ID) in the Created By field and click on the Execute button. The Variant list will display.
4. Select: ZPROD-MONTHLY from the list. Click on the Choose button.
5. The Payroll Area field will default to 01 (Monthly).
6. Select Other Period, Type 01 2007 in the Other Period fields.
7. Click on the Further Selections button. The Choose Selections screen will display.
8. Select Personnel Number, Business Area, and Payroll Area under the Selections Fields Column. Use the arrow to push to the left.
9. Click on the Continue button.
10. Type 1801 (Juvenile Justice Delinquency) in the Personnel Area field.
11. Click on the Delimitation button. The Set Delimitation Sequence screen will display.
12. Select Company Code and Personnel Subarea under the Possible Delimitation Criteria Column.
13. Use the arrow to push to the right. Click on the Continue button.
14. Verify the Options screen and click on the Continue button.
15. Click on the Execute button to run the report.

**Exercise # 4.4**



- Payroll Journal – PC00\_M10\_CLJN

Payroll has been run. You need to run a payroll journal to verify totals and subtotals .



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**Notes:**

**Exercise 4.4: Payroll Journal – PC00\_M10\_CLJN**

**Scenario:** Payroll has been run. You need to run a payroll journal to verify the January monthly payroll totals and subtotals for Juvenile Justice Delinquency - 1801.

**Work Instruction:** Payroll Journal PC00\_M10\_CLJN

**Questions/Results:**

1. What Personnel subareas are displayed on the report?

\_\_\_\_\_

2. What is the personnel area Total Gross Wages?

\_\_\_\_\_

## Lesson Review



In this lesson, you learned to:

- Describe SAP type of reports and features.
- Display the Wage Type Reporter.
- Define the Payroll Journal.
- Display Payroll Reports.

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**Notes:**

**Course Map**

Lesson 1: Payroll Processing

Lesson 2: SAP Payroll Basics

Lesson 3: Agency Payroll Display

Lesson 4: Payroll Reports

**Lesson 5: Payroll for Agencies Review**

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BEACON  
CONSISTENCY North Carolina  
Office of the State Controller

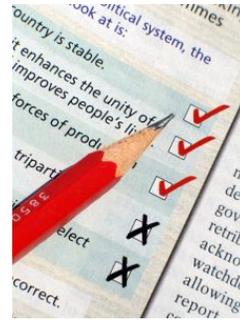
This lesson will review concepts learned within course.

**Notes:**

## Course Review

The course review for this class is designed to give you practice searching and displaying employee HR master data in addition to viewing pertinent HR reports.

Enjoy!



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**Notes:**

**Course Review**



**Activity 1**

What transaction and infotype is used to display recurring deductions/payments?  
\_\_\_\_\_

Display recurring deductions/payments for Ernest Bell.

Does Ernest have a recurring deduction or recurring payment? \_\_\_\_\_

What is the amount? \_\_\_\_\_

**Activity 2**

What transaction and infotype is used to display additional payments?  
\_\_\_\_\_

Display additional payments for John Robinson.

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**Notes:**

## Course Review



### Activity 3

Display the actual result for 01 2007 payroll period RT Results table for Robert Wells?

What is the amount of Wage Type /101? \_\_\_\_\_

What does wage type /101 represent? \_\_\_\_\_

What is the amount of Wage Type 1000? \_\_\_\_\_

What does wage type 1000 represent? \_\_\_\_\_

### Activity 4

Execute the Wage Type Reporter for payroll area 01, 01 2007 payroll run, and only include wage type 1000.

**Note: Remember to select the correct variant.**

What is regular salary total for Labor, subarea NC01, 7 day Norm? \_\_\_\_\_

What is regular salary total for company code NC01? \_\_\_\_\_

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**Notes:**

## Course Review



In this course, you learned to:

- Display agency specific infotypes.
- Define payroll processing specific terms and concepts.
- Display the wage type reporter.
- Display and examine the payroll reports.
- Describe and execute the Time Administrator Role.

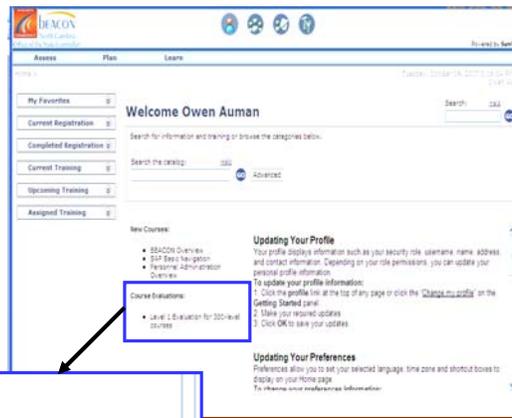
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**Notes:**

## Level 1 – Course Evaluation



Level 1 evaluations are used by the BEACON Training Team to ensure students are experiencing their instruction in an environment and method that is conducive to learning.



### Course Evaluations:

- Level 1 Evaluation for 300-level courses

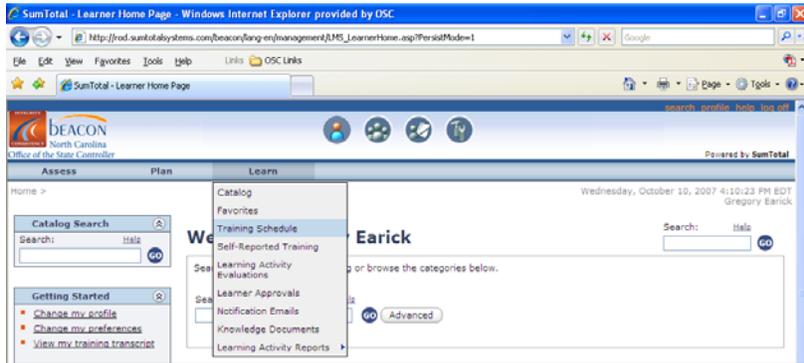
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### Notes:

#### Level 1 Evaluations

The Level 1 evaluation for 100 and 200 level classes will continue to be accessed as directed in previous instructions (**Learner Home Page > Learn > Evaluations**).

## Level 2 – Course Assessment



Access the Level 2 Assessment from the Core Users link on the BEACON University website.

- Level 2 assessments will have the corresponding course set as a prerequisite, so the curious user will not be able to launch the assessment before completing the class.

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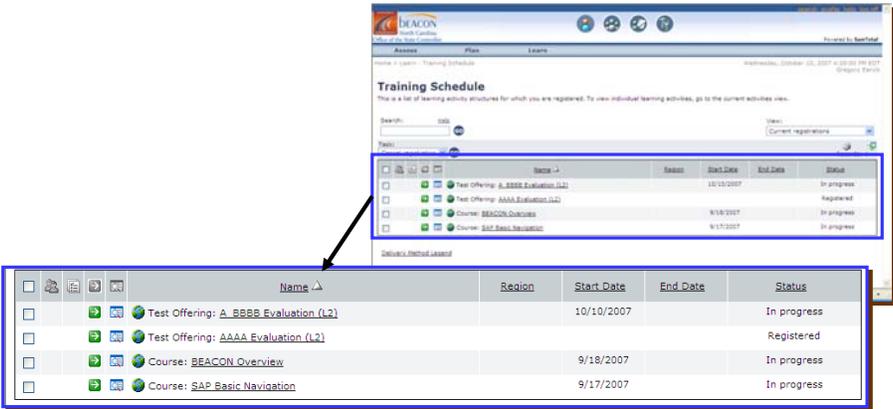
### Notes:

The assessment is listed on a learner's Training Schedule. The Training Schedule can be accessed from the Learner Home Page within the Core Users section of the BEACON University. Follow the menu path **Learn > Training Schedule** as shown above.

Continue to the next slide for additional instructions on how to access the Level 2 Assessment.



## Level 2 – Course Assessment (continued)



Launch the assessment by clicking on the green arrow icon next to its title in the table. The assessment will open in a new window, similar to the web-based training courses.

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**Notes:**

All Level 2 assessments will be titled with the course code followed by “Evaluation Level 2” so that they may be easily distinguished from the actual class listed in the schedule.

Depending on their security settings, the learner may be asked to allow an Active X component to run.

After selecting an answer for each question, click once on the Score my Quiz button at the bottom of the screen. The user will receive feedback for each answer they have chosen and a statement of the number of correct answers.

A dialogue box asking learners to choose to open or save the file ContentAdaptor.asp may appear for learners with moderately restrictive security settings. Learners should click the Cancel button on the dialogue box. This will not interfere with the learner’s score and completion status being sent to the LMS.

Learners should close the assessment window by clicking the X in the upper right hand corner. After returning to the LMS window, the LMS will load a page that reflects the user’s score and completion status. Learners may click the OK button at the bottom of the screen to return to their Training Schedule or they can click the Log Off link in the upper-right corner of the screen to leave the LMS.

## Next Steps



- Monitor BEACON communication
- Review conceptual materials
- Access BEACON help
  - Access from an SAP transaction
  - Access on line at <http://help.mybeacon.nc.gov/beaconhelp>
- Practice what you've learned
  - URL: <https://mybeacon.nc.gov>
  - Client 899
  - Use your current NCID user name and password
- Schedule Practice Sessions
  - Transition Centers
  - Schedule a practice session



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## Notes:

Continue to monitor updates on the BEACON University website for information regarding the project and future training that you are scheduled to attend.

Review your student guide to ensure you are ready for go live. Keep the materials close by as a ready reference.

### **Want to practice what you have learned from your desk?**

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. You will be denied access to other training clients, so ensure you enter the correct client number before attempting to log on for your practice session. Your current NCID user name and password are used to access the practice environment.

### **Need transactional assistance after go live?**

- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

# CONGRATULATIONS



You have completed the course

Please complete your course evaluation!

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**Notes:**